

**NAVY  
AND  
MARINE CORPS  
PRODUCT DATA REPORTING AND  
EVALUATION PROGRAM (PDREP)  
MANUAL**



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**DATE 06 APRIL 1998**

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DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
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APR 6 1998

MEMORANDUM FOR DISTRIBUTION


Subj: NAVY AND MARINE CORP PRODUCT DATA REPORTING  
AND EVALUATION PROGRAM (PDREP) MANUAL NAVSO P-3683

Ref: (a) SECNAV Instruction 4855.3 (Series)

Encl: (1) Navy and Marine Corp Product Data Reporting and  
Evaluation Program Manual P-3683

PDREP is a Navy wide automated system for the collection of level of quality data about material furnished by contractors. Reference (a) established the PDREP program as the primary Automated Information System for the collection of this data throughout the Navy and Marine Corps.

Enclosure (1) is distributed to aid Navy and Marine Corps activities in the implementation of reference (a) and is effective upon receipt. The PDREP functional manager will approve all future changes to enclosure (1).

  
Richard T. Ginman  
RADM, SC, USN  
Deputy for Acquisition and  
Business Management

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## RECORD OF CHANGES

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## FOREWORD

SECNAVINST 4855.3A establishes policy and assigns responsibilities for the Navy Product Data Reporting and Evaluation Program (PDREP). This manual provides detailed guidance for implementation. . This document will be revised, and updated by NAVSEA with the concurrence of NAVAIR, NAVSUP, SPAWAR, MARCORSYSCOM and SSP PDREP/RYG representatives. Questions, comments or requests for copies should be addressed to:

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This manual supercedes the following publications:

SECNAVINST 4855.3, Product Data Reporting and Evaluation Program (PDREP) of 31 March 1987.

SECNAVINST 4855.6, Navy Quality Deficiency Reporting Program (SECNAV PQDR) of 3 February 1988.

SECNAVINST 4855.7, Department of the Navy Contractor Evaluation System (CES) of 28 March 1988.

NAVSEAINST 4855.7, Unsatisfactory Material Reporting Program (UMR) of 14 April 1989.

NAVSUPINST 4400.189, Reporting of Nonconforming and Quality Deficient Materials Obtained Through the Supply System of 19 September 1990.

NAVSEA TO850-AA-GYD-010/CONT EVAL SYS, Contractor Evaluation System Processing Guide of 29 January 1991.

NAVSEA TO850-AB-GYD-010/UNSAT MAT'L RPTG, Unsatisfactory Material Reporting Processing Guide of 20 April 1989.

## TABLE OF CONTENTS

Chapter		Page
1	Program Introduction	1-1
1.1	Program Description	1-1
1.2	Program Objectives	1-1
1.3	Program Initiatives	1-2
1.4	Management Organization	1-2
1.4.1	ASN(RD&A)	1-2
1.4.2	NAVSEA 041	1-2
1.4.3	NAVSUP	1-2
1.4.4	NAVSEALOGCEN DET PTSMH	1-3
1.5	SYSCOM and Program Executive Officer Requirements	1-3
1.5.1	SYSCOMS (NAVAIR, NAVSEA, NAVSUP, SPAWAR, NAVFAC) and MARCOR	1-3
1.5.2	Program Executive Officers (PEOs) and Direct Reporting Program Managers (DRPMs)	1-4
1.5.3	Cognizant Field Activity (CFA)	1-4
1.5.4	In-Service Engineering Activity (ISEA)	1-4
1.6	PDREP Interface--Access to the System	1-4
1.6.1	General	1-4
1.6.2	Terminal Set-Up	1-4
1.6.3	Database Availability Schedule	1-4
1.6.4	Requesting a User-Id	1-4
2	Product Quality Deficiency Reporting	2-1
2.1	Purpose	2-1
2.2	Background	2-1
2.3	Scope	2-1
2.4	PQDR Program Activity Responsibility	2-3
2.4.1	Originating Point	2-3
2.4.2	Screening Point	2-4
2.4.3	Action Point	2-4
2.4.4	Support Point	2-6
2.4.5	PDREP Functional Manager and SYSCOM PQDRCoord.	2-6
2.5	Preparation of PQDR	2-8
2.6	PQDR Distribution	2-12
2.7	Definitions	2-13
3	PDREP General Application	3-1
3.1	Introduction	3-1
3.1.1	General Information	3-1
3.1.2	Background	3-1

Chapter		Page
	3.1.3 Scope	3-1
3.2	Input Data	3-1
	3.2.1 General	3-1
	3.2.2 Bulletin	3-2
	3.2.3 Contract Data	3-2
	3.2.4 Method C/D/E	3-2
	3.2.5 Contractor Alert List (CAL)	3-2
	3.2.6 Government and Industry Data Exchange Program (GIDEP)	3-2
	3.2.7 Material Inspection Record (MIR)	3-2
	3.2.8 Problem Reporting (CSRs)	3-6
	3.2.9 Product Quality Deficiency Reports	3-7
	3.2.10 Product Quality Deficiency Reports Closure	3-14
	3.2.11 Product Quality Deficiency Reports Follow-up	3-15
	3.2.12 Qualified Products List (QPL)	3-15
	3.2.13 Special Quality Data	3-15
	3.2.14 Survey Report	3-16
	3.2.15 Test Reports	3-18
	3.2.16 Waiver/Deviation	3-19
3.3	Accessing PDREP	3-20
	3.3.1 Sign-on Procedure	3-20
	3.3.2 Sign-off Procedure	3-20
3.4	Screen Features	3-20
	3.4.1 General Information	3-20
	3.4.2 Double Clicking	3-20
	3.4.3 Icon	3-21
	3.4.4 Tool Bar	3-21
	3.4.5 Qualifiers	3-21
	3.4.5.1 Mandatory Versus Optional Input	3-21
	3.4.5.2 Radio Buttons	3-22
	3.4.5.3 Check Boxes	3-22
	3.4.5.4 Adding Qualifiers	3-22
	3.4.5.5 Entering Dates	3-22
	3.4.6 Change Password	3-22
	3.4.7 Customer Feedback	3-22
	3.4.8 Report Selection	3-23
3.5	Ad-hoc Reports	3-23
	3.5.1 Overview	3-23

Chapter		Page
	3.5.2 Report Selection	3-23
	3.5.3 Tool Bar	3-23
	3.5.4 Qualifiers	3-24
	3.5.4.1 Report Type	3-24
	3.5.4.2 Record Types	3-24
	3.5.4.3 Report Title	3-25
	3.5.4.4 Ad-Hoc Tabs	3-25
	3.5.4.4.1 Data Elements	3-25
	3.5.4.4.2 Arguments (Args)	3-25
	3.5.4.4.3 Where	3-26
	3.5.4.4.4 Sort	3-27
	3.5.4.4.5 Group	3-27
	3.5.5 Buttons Used In Where, Sort, And Group	3-27
	3.5.6 Build Query	3-27
3.6	User Reports	3-28
	3.6.1 Contractor CAGE/Name Information	3-28
	3.6.2 MIR	3-29
	3.6.3 Point Of Contact Report	3-29
	3.6.4 Profile	3-30
	3.6.5 PQDR Detail	3-31
	3.6.6 PQDR Summary	3-32
	3.6.7 Red/Yellow/Green	3-34
	3.6.8 Surveys	3-35
3.7	Metric Reports	3-35
	3.7.1 All Records-Metrics	3-35
	3.7.2 MIR Totals By Year	3-36
	3.7.3 PDREP CES/RYG Cost Avoidance	3-36
	3.7.4 PDREP Defect Analysis	3-36
	3.7.5 PDREP RYG Activity	3-36
	3.7.6 PDREP Utilization	3-37
	3.7.7 PQDR Average Closing Times	3-37
	3.7.8 PQDR Statistics	3-37
	3.7.9 PQDR Totals By Year	3-37
	3.7.10 Total PDREP Records	3-38
3.8	Management Reports [Non-Graphic]	3-38
	3.8.1 All Records By Reporting Activity	3-38
	3.8.2 PQDR Average Processing Times	3-38
	3.8.3 PQDR Statistics	3-41
	3.8.4 PQDR Tally	3-41
3.9	Special Reports	3-41
	3.9.1 AEGIS Failure	3-41
	3.9.2 CIM Specification/NSN Analysis	3-41

Chapter		Page
	3.9.3 DLA Red/Yellow/Green	3-42
	3.9.4 LI/SS Approved Engineering Alternative	3-42
	3.9.5 MIR Sampling Attribute Plan	3-42
	3.9.6 MIR LI/SS Quarterly Report	3-43
	3.9.7 NAWC MIR	3-43
3.10	Search	3-44
3.11	View	3-46
3.12	Online	3-46
3.13	Extract	3-47
	3.13.1 NAVICP	3-47
	3.13.2 NAVSEALOG	3-47
3.14	Batch	3-47
	3.14.1 Load Data	3-47
	3.14.2 Batch Report	3-48
3.15	Data Field Definitions	3-48
3.16	Code Values	3-72
3.17	Acronyms/Abbreviations	3-93
3.18	Toolbar Definition	3-95
4	Product Substitution Fraud	4-1
4.1	Purpose	4-1
4.2	Background	4-1
4.3	General Procedures	4-1

FIGURES:

		Page
Figure 1-1	PDREP Program Structure	1-2
1-2	PDREP Flow Diagram	1-3
1-3	User Request Form	1-6
2-1	PQDR Process Flow	2-7

## **CHAPTER 1 - PROGRAM INTRODUCTION**

**1.1. PROGRAM DESCRIPTION.** The Product Data Reporting and Evaluation Program (PDREP), is referenced by SECNAVINST 5000.2B as an automated system for obtaining product deficiency and quality information. PDREP provides on-line access to many different types of reports available to Navy users. This data is used in two ways: 1) to provide Contracting and Product Quality Assurance personnel with past performance information so that contractors' performance history is identified prior to source selection, and 2) to provide data to program managers, and other interested personnel, and proactively identify trends and reduce component failures. As such, PDREP is an effective tool in improving the quality of material delivered to the Navy.

**1.2. PROGRAM OBJECTIVES.** The goal of PDREP is to improve component quality and system readiness through the review of contractor's Quality and Past Performance Data, and to apply that data in the source selection process. PDREP provides a standardized database for quality information on new and newly reworked equipment to improve quality and reduce defects. The following objectives have been adopted to obtain this goal:

a. PDREP contains Quality and Past Performance history. This information is used to determine specific actions necessary to assure product quality before and after contract award. The PDREP:

(1) Provides data utilized by the Navy's Red/Yellow/Green (RYG) Program. RYG is a subset of the PDREP application, and provides contractor quality and delivery classifications, by commodity supplied, that are used in the source selection process.

(2) Provides a standardized database for collection and processing of Past Performance history on contractor performance by commodity provided via a Federal Supply Classification (FSC). This database, which contains a profile of each contractor's performance, is particularly useful to Navy product quality assurance and other technical personnel.

b. Provide information to the Health Care Acquisition Performance System (HCAPS). HCAPS is a separate application resident on the PDREP system, and provides medical contracts personnel information on the past performance of medical contracts. The use of HCAPS is covered by other directives.

c. Develop synergy between Navy databases to share quality and past performance data across product lines.

d. Produce reports to meet the customer's need. These reports can assist program managers, product quality assurance, and other technical personnel in taking appropriate action to preclude recurrence of problems and to take remedial actions resulting in savings or cost avoidance and improvement in Fleet readiness.

**1.3. PROGRAM INITIATIVES.** The PDREP program evaluates and incorporates data sources that provide meaningful information on the performance of Navy contractors. The current initiatives being developed/assessed for future use in PDREP are as follows:

- a. Prime Contractor partnerships. Navy Prime Contractors and PDREP share past performance data on subcontractors. This initiative is currently on-line with two Navy Prime Contractors.
- b. DLA pre-award survey system data.
- c. DLA Contractor Performance Report (CPR) data.
- d. Contractor Performance Assessment Report System (CPARS) data.
- e. SALTS for transmission of data.
- f. Shipboard 3M data.

**1.4 MANAGEMENT ORGANIZATION.** Figure 1-1 shows the management structure for the PDREP program.

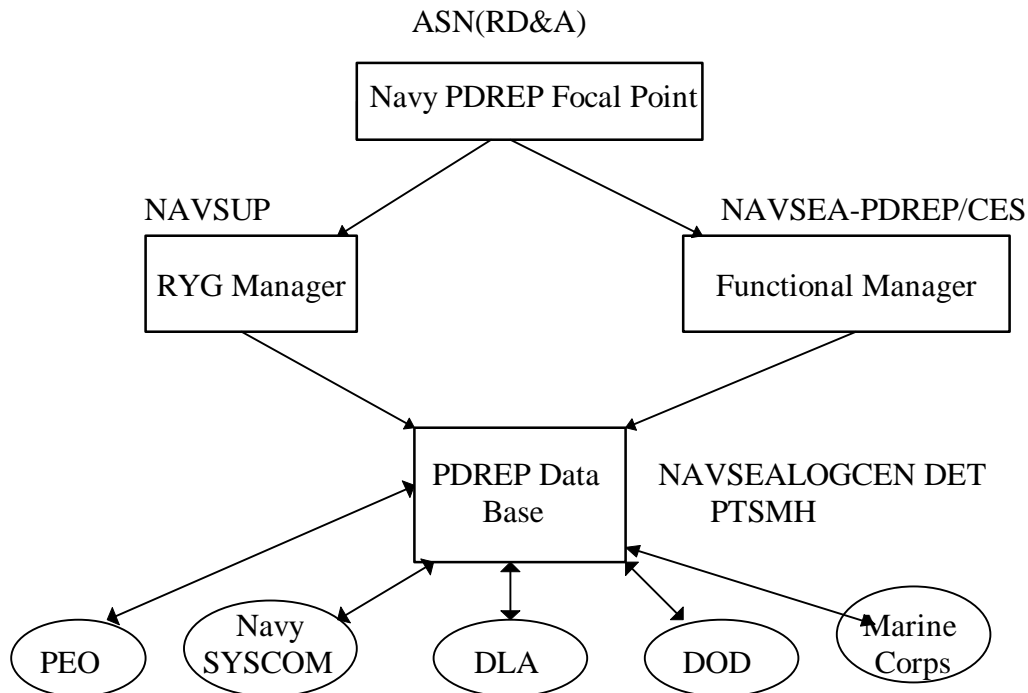


FIG 1-1. PDREP Program Structure

**1.4.1. ASN (RD&A).** The Assistant Secretary of the Navy for Research, Development and Acquisition is the designated SECNAV PDREP program authority.

**1.4.2. NAVSEA 041.** NAVSEA 0413 is the PDREP functional manager.

**1.4.3. NAVSUP.** NAVSUP serves as the Red/Yellow/Green (RYG) Program Manager and the Report of Discrepancy (ROD) Program Manager. As the RYG program manager, NAVSUP will provide requirements for program implementation and use. This includes issuing program policy, procedures, training, and guidelines.



**1.4.4. NAVSEALOGCEN DET PTSMH .** Naval Sea Logistics Center Detachment Portsmouth (NAVSEALOGCEN DET PTSMH) maintains the Navy PDREP database and makes past performance and quality information available to Program Executive Officers, contracting officials, and other cognizant technical personnel. As the designated program administrator NAVSEALOGCEN DET PTSMH will:

- a. Provide guidance and training upon request by Navy activities to assure necessary program standardization and effective implementation.
- b. Prepare, maintain and distribute this document and provide guidance for its utilization.
- c. Act as the NAVSEA representative to assure overall coordination of the program with other Naval and Marine Corps Systems Commands.
- d. Perform functions that support the PDREP Functional Manager in implementing PDREP defined in SECNAVINST 4855.3A. Report on identified metrics that measure PDREP performance and identify trends and quality problem areas requiring special attention.

### 1.5. SYSCOM AND PROGRAM EXECUTIVE OFFICER REQUIREMENTS.

(See SECNAV Instruction 4855.3A for detailed requirements.) Figure 1- 2 shows a flow diagram for PDREP.

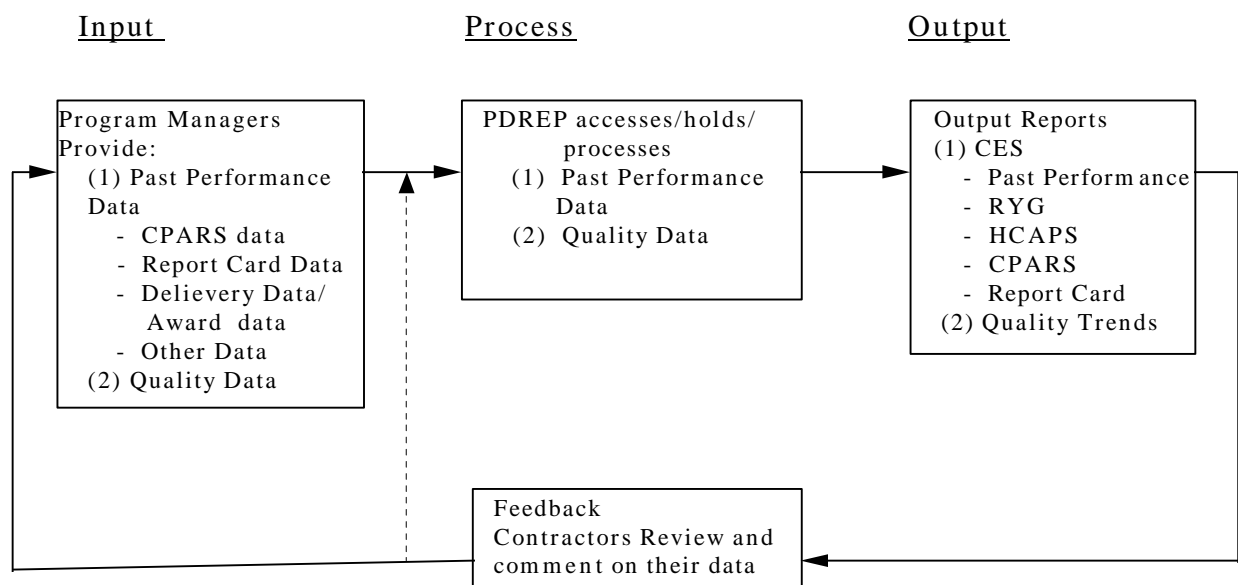


Fig 1-2 PDREP Flow Diagram

**1.5.1. SYSCOMS (NAVAIR, NAVSEA, NAVSUP, SPAWAR, NAVFAC) and MARCOR.** Commanders of the Naval System Commands and Marine Corps Systems Commands are required to ensure that their PDREP instructions are in accordance with SECNAV Instruction 4855.3A. and to appoint a SYSCOM PDREP Coordinator and identify the Coordinator annually to ASN(RD&A).

**1.5.2. PROGRAM EXECUTIVE OFFICERS (PEOs) AND DIRECT REPORTING PROGRAM MANAGERS (DRPMs).** PEOs and DRPMs will process past performance information, including product quality deficiency reports (PQDRs), and provide to the PDREP functional manager a list of contact points for Screening Points and Action Points.

**1.5.3. COGNIZANT FIELD ACTIVITY (CFA).** NAVAIR will designate NAVAIR PDREP Coordinators, or CFAs, to serve as Action Point when required.

**1.5.4. IN-SERVICE ENGINEERING ACTIVITY (ISEA).** NAVSEA will designate NAVSEA PDREP Coordinators, at each ISEA, to serve as Action Point when required.

## **1.6. PDREP INTERFACE--ACCESS TO THE SYSTEM**

**1.6.1. GENERAL.** The PDREP database is presently on a Digital Alpha 4000 database server located at the Naval Sea Logistic Center Detachment Portsmouth, NH.

**1.6.2. TERMINAL SET-UP.** The minimum requirements currently needed in order to run the PDREP application are:

- MS-DOS 3.0 or above
- 80386 25 Mhz Processor or above (recommend 486)
- Minimum 20 MB Fixed Disk available
- Newnet/Internet Access or
- Dedicated Modem (9600 baud minimum) and Dedicated Phone Line
- Printer
- MICROSOFT Windows 3.1 or above
- Minimum 8 MB Memory (recommend 16 MB)
- VGA Monitor
- Mouse
- User ID and Password

**1.6.3. DATABASE AVAILABILITY SCHEDULE.** In the interest of maximizing the availability of the PDREP database to all users, the following timetable has been established:

- a. EASTERN TIME 0400 - 2300 PRIME TIME DEDICATED TO USERS
- b. EASTERN TIME 2300 - 0400 DATA SYSTEM BACKUP

When major planned database maintenance functions must be performed during PRIME TIME, at least 48 hours notice will be given. The only exception is emergency maintenance.

**1.6.4. REQUESTING A USER-ID.** Access to the PDREP database is limited to those with a need to know. There is no classified data on the database, but the data should be

used with discretion and is considered “Business Sensitive”. Once a potential user is authorized for PDREP access by his/her organization, a letter should be sent to NAVSEALOGCEN DET PORTSMOUTH, NH (ATTN: ND731). The following data should be provided:

- a. Name, address, code, and phone number of potential user(s)
- b. Name and phone number of the Terminal Security Officer (TSO)
- c. Name and phone number of the ADP Security Officer (ADPSO)

A sample PDREP Access Request form follows and may be photocopied and submitted to NAVSEALOGCEN DET PTSMH. Once the request has been received and access established, a confirmation letter is then forwarded to the user. The whole process normally takes 1-2 weeks.

## USER ACCESS REQUEST FORM

The following information is required for access to systems maintained at NAVSEALOGCENDET PTSMH, Portsmouth, NH.

\*\*\* Fax completed forms to 603-431-9464 \*\*\*

Forms may also be mailed to:

Naval Sea Logistics Center Detachment Portsmouth  
80 Daniel Street, Suite 400, Portsmouth NH 03801-3884  
Attention: ND734

FOR NAVSEALOGCENDET PTSMH USE ONLY

System Name: \_\_\_\_\_

Database Name: \_\_\_\_\_

User ID: \_\_\_\_\_

### SECTION A

User Information (To be completed by the user requesting access)

Type of Request: ☐ NEW ☐ UPDATE ☐ DELETE ☐ RENEW Date: \_\_\_\_\_

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_

MI: \_\_\_\_\_

Code: \_\_\_\_\_ DODAAC: \_\_\_\_\_

SYSCOM: ☐ NAVSEA ☐ NAVAIR ☐ SPAWAR ☐ NAVFAC ☐ NAVSUP

☐ DLA ☐ ARMY ☐ AIR FORCE ☐ MARINE ☐ OTHER

Activity Head Title: ☐ Commanding Officer ☐ Commander Other ☐ \_\_\_\_\_

Activity/Company Name: \_\_\_\_\_

Office Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: Comm.: \_\_\_\_\_ Ext.: \_\_\_\_\_ DSN: \_\_\_\_\_

Fax: \_\_\_\_\_

### Internet Access Information

E-Mail Address: \_\_\_\_\_

I/P Address: \_\_\_\_\_

Network Manager Name or Technical POC: \_\_\_\_\_

Phone Number: Comm.: \_\_\_\_\_ Ext.: \_\_\_\_\_ DSN: \_\_\_\_\_

How do you get to the Internet (e.g., NAVSEA backbone, NEWNET, Commercial ISP, Other Network) ?  
\_\_\_\_\_

***Non-Government Employee - Sponsor Information***

Primary Government POC/Sponsor Name: \_\_\_\_\_

Sponsor Activity : \_\_\_\_\_

Phone Number: *Comm.:* \_\_\_\_\_ *Extension:* \_\_\_\_\_ *DSN:* \_\_\_\_\_

Contract Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

***SECTION B***

***Purpose of Access (To be completed by the user requesting access)***

Identify the application you require access to:

- ☐ PDREP (Product Deficiency Reporting and Evaluation Program)
- ☐ RYG (Red/Yellow/Green) Program
- ☐ Level 1/Sub-Safe Verification Program
- ☐ HCAPS (Health Care Acquisition Performance System)

Additional Comments: \_\_\_\_\_

***SECTION C***

***User Agreement (To be Agreed to and signed by the user requesting access)***

As a user of NAVSEALOGCENDET PTSMH maintained systems, I agree to comply with the terms/restrictions as listed below:

1. If given a password, I will refrain from disclosing it.
2. I will not access the system under a false name or password.
3. I will not circumvent the security features designed into the system.
4. I will not attempt to access files for which I do not have access privileges.
5. I will treat all information examined or extracted as “business sensitive” or “company confidential”(Level II) data pertaining to the companies whose data is in the system.
6. I will not enter, retrieve, or process classified information.
7. I will not transmit or communicate Level II data obtained from the system to any person, contractor employee or government employee, who does not have a specific need for the information.
8. I will properly mark, safeguard, and destroy all printout and magnetic media according to regulations.
9. I will use the system for Official Government Business only.
10. I will notify NAVSEALOGCENDET PTSMH when I no longer need my account and advise regarding disposition or disposal of database, software packages, and functional accounts.
11. I will notify NAVSEALOGCENDET PTSMH in case of any security incident.
12. I consent to the monitoring of my data and processes by NAVSEALOGCENDET PTSMH personnel.
13. After termination, I agree not to retain any Level II or security data.

14. I will not program function keys or use other capabilities to provide an automatic logon from my device.

I have read and understand the above agreement policy and guidelines. I understand that if I or my User ID is suspect of misuse or abuse of computer facilities, that investigation and disciplinary action may be taken.

---

*Print Name*

---

*Signature*

---

*Date*

As the Supervisor/Sponsor of this user, I certify that they have the appropriate level of security clearance, the hardware they use to access the system(s) is accredited, and that I will enforce the above terms/restrictions.

---

*Print Supervisor/Sponsor's Name*

---

*Supervisor/Sponsor's Signature*

---

*Date*

## CHAPTER 2 - PRODUCT QUALITY DEFICIENCY REPORTING

**2.1. PURPOSE.** This chapter establishes standardized procedures for implementing a Navy-wide Product Quality Deficiency Reporting (PQDR) program. It reflects the latest changes in the joint service regulations and describes reporting requirements for deficiencies in material, design and procurement specifications in Navy procured, managed, reworked, certified, or furnished material. It assigns basic responsibilities, identifies mandatory reporting requirements, specifies form, format and provides detailed instructions for completing and processing the requisite SF 368, Product Quality Deficiency Report (form, message, facsimile, E-Mail or Streamline Alternative Logistic Transmission Systems (SALTS)).

**2.2. BACKGROUND.** SECNAVINST 4855.3A establishes the Navy's unified Product Data Reporting and Evaluation Program (PDREP) which is designed to decrease material ownership costs, measure the effectiveness of the reporting system, initiate corrective action and evaluate contractor performance. The PQDR program is an integral part of PDREP and is designed to document and report unsatisfactory material, initiate corrective action to fix or replace deficient item, grant credit or compensation for item, and take preventive actions to preclude recurrence. The PQDR program also readily identifies recurring deficiency trends, identifies problems that may require deficient material purging actions, and permits activities to exchange product quality deficiency information.

### **2.3. SCOPE**

2.3.1. The PQDR program applies to all Naval activities. It is designed to be used for identifying and reporting deficiencies on contractor furnished material or services, government furnished/owned material, design specifications, and procurement documents that are the source of defective products being delivered to the Navy.

2.3.2. The provisions of the PQDR program apply to (but are not limited to) the following:

- a. New material procured or provided by a private contractor via a government contract or purchase order.
- b. Material manufactured, repaired, refurbished, overhauled or certified by a government activity and provided to a Naval activity.
- c. Material that has been repaired, refurbished or overhauled by a private contractor on a government contract or purchase order and provided to a naval user.
- d. Technical data which is provided or procured (including technical manuals and vendor certified objective quality evidence) and found defective during receipt inspection, usage, maintenance, overhaul, or support of applicable equipment.

2.3.3. The provisions of the PQDR program *do not* apply to the following:

- a. Receipt of incorrect material, shortages/overages and discrepancies in preservation, packing, marking which will be reported on SF Form 364 per SECNAVINST 4355.18.

b. Reporting of Transportation discrepancies in shipment which will be reported on DD Form 361 per NAVSUPINST 4610.33 (NOTAL).

c. Any unsatisfactory material conditions involving local base or station deliveries, locally purchased material that does not support ship systems and is for local use only (e.g., office supplies) will be reported per local directives.

d. Any unsatisfactory material condition which is attributable to improper use or maintenance, or to normal use and failure within reasonable range of the life expectancy cycle of the item outside of the new or newly reworked time-frame and warranty period.

e. Unsatisfactory material conditions detected during First Article, pre-production or research and developmental test and evaluation.

f. Technical publication deficiencies such as printing, grammatical errors, omissions, problems concerning microfilm, Maintenance Requirement Cards (MRCs), Work Unit Code (WUC) manuals, or Maintenance Instruction Manuals (MIMs). This exclusion does not apply when Tech Pubs are furnished by a contractor as a contracted line item for acceptance and use (preliminary reviews are excluded).

g. Reporting of deficiencies in Foreign Military Sales, Supply Support Arrangements and Grant Aid under the International Logistics Program after conveyance of title will be reported on SF-364 per SECNAVINST 4355.17 (NOTAL).

h. Subsistence material deficiencies which are reported on DD Form 1608, Unsatisfactory Material Report (Subsistence) will be reported per NAVSUPINST 4355.2 (NOTAL).

i. Medical material deficiencies which are reported on SF Form 380, Unsatisfactory Material Report (Medical) will be reported per BUMEDINST 6710.63 (NOTAL).

j. Malfunctions (explosive incidents or accidents) involving ammunition and explosives which do not relate to material quality deficiencies. These will be reported per NAVSEAINST 8025.1 (NOTAL), AR 75-1 (NOTAL), OPNAVINST 4790.2 (NOTAL) and OPNAVINST 5102.1 (NOTAL). Product quality deficiencies which could result in an explosive incident or accident may require dual reporting.

k. Nuclear weapons and directives concerning nuclear weapons. Reports concerning this class of material shall continue to be submitted per SWOP 5-8 and OPNAVINST 3100.6 (Special Incident Reporting Procedures).

l. Any unsatisfactory material condition involving Government Furnished Material for installation in nuclear reactor plants (and related technical data), as well as NSN 2S cognizant material with X1 Special Material Identification Code (SMIC) which is reportable in accordance with the latest revision of NAVSEAINST 9890.15 (NAVSHIPS-Controlled S-Cognizance Reactor Plant Components; Procedures for Stocking, Issuing, and Returning for Repair -- Promulgation of).



m. Materials procured by the U.S. Marine Corps and found to be defective shall be reported in accordance with MCO 4855.10B TM-4700-15/IG.

## **2.4. PQDR PROGRAM ACTIVITY RESPONSIBILITIES**

### **2.4.1. ORIGINATING POINT**

2.4.1.1. The Originating Point is the activity finding the product quality deficiency and reporting it. Each Activity will identify a PQDR program Point of Contact (POC) and will coordinate all activities associated with the PQDR process. The activity will assure that:

a. PQDR core data specified in Para 2.5.2 (and any other optional data that is readily available) is reported to Screening Point within five work days from discovery. If originator knows that the discrepancy is Category I (see Para 2.7 definition), then it must be processed to screening point within one day. (Use Para 2.6 for determining the correct distribution Point.)

b. If material is not urgently needed to support schedule, then suspend it from issue and hold for exhibit for a minimum of 60 work days if feasible (unless otherwise directed by the Action Point) after the report is submitted to the Screening Point. The Action Point will request exhibit if needed and will provide material disposition action.

c. If the material is needed to support schedule and it can repaired or accepted for use, then PQDR core element information shall be provided. If item is repaired, the repair actions taken should be specified in block 22.

d. When the defective material is repaired due to urgent need, all label plate information, identification markings, contract numbers, etc. shall be entered on the SF 368 to assist in identifying any material warranties that apply.

2.4.1.2. The originating point shall attach a DD Form 2332, Product Quality Deficiency Report Exhibit Tag, to the item being shipped for analysis and investigation. A copy of the PQDR and any other additional data that validates the reported deficiency should also be included with the exhibit. Mark the outside of the package in bold letters "PQDR Exhibit" on three sides.

2.4.1.3. When the Originating Point is also the procurement and material acceptance activity, then they will perform both screening and action point functions. They will decide material disposition action and whether the PQDR shall be forwarded to the contractor for corrective and preventive action. PQDR information will be reported to the NAVSEALOGCEN DET Portsmouth.

2.4.1.4. The Originating Point should receive a copy of completed PQDRs from the Action Point.

## **2.4.2. SCREENING POINT**

2.4.2.1. The Screening Point is responsible for determining the Action Point, establishing distribution, and transmitting the PQDR to the Action Point.

2.4.2.2. The Screening Point shall:

a. Review the PQDR for proper categorization, and completeness of core elements. Add any known information that might help the action point investigate deficiency and complete PQDR blocks 2b, 2c and 24a.

b. Forward Category II PQDRs to the appropriate Action Point within five work days. Category I PQDRs must be forwarded within one day after receipt of report.

c. Forward results of Action Point investigation to NMQAO.

## **2.4.3. ACTION POINT**

2.4.3.1. The Action Point is responsible for investigating deficiencies to determine deficiency cause responsibility (e.g., material quality, design or procurement specification problem and government or contractor liability, warranty applicability, and if corrective/preventive action is required). If a subsequent investigation determines a change in deficiency cause responsibility, the Action Point shall notify the Screening Point, the Originator and the PQDR Syscom Coordinator to correct existing data, as applicable. Action Points are authorized to transmit a deficiency report across component lines to a Support Point in accordance with SECNAVINST 4855.5.

2.4.3.2. The Action Point shall:

a. Gather information needed to complete core element PQDR blocks and verify assigned Category prior to release to Support Point.

b. Evaluate reported deficiency and provide disposition instructions for the deficient product.

c. Determine if a contract warranty applies and initiate any additional special actions that are required.

d. For Category II PQDRs determine the need for corrective/preventive action investigation by a Support Point (e.g. Contract Administration Office (CAO), Engineering Support Activity, In-Service Engineering Activity, Cognizant Field Activity and/or Procurement Contracting Officer). It should be noted that if Government Source Inspection (GSI) was not invoked, then the PQDR and cover letter will be sent directly to the manufacturer or supplier. The cover letter to the Support point or Contractor will request technical advice on what corrective/preventative actions are required to resolve the reported deficiency. A root cause failure analysis and investigation is required for all Category I PQDRs.

e. For Category II PQDRs evaluate if the exhibit is essential for the investigation. If the exhibit is required, it must be requested from the Originating Point within ten work days. Category I PQDR exhibits will be requested within five work days.

f. Determine if the same deficiency is currently under investigation or has been resolved because of a previous report. In such instances a new investigation need not normally be initiated. A copy of the additional PQDR may be forwarded to the responsible Support Point or contractor as appropriate for information purposes.

g. Determine if the report meets the criteria of a "repeat deficiency" as defined in paragraph 2.7 of this document. If the deficiency is a "repeat" it will be noted within the narrative and the failure of the effectiveness of earlier preventive action will be referenced by date and control number.

h. For Category II PQDRs establish a follow-up system to assure PQDRs are answered in a timely manner. The first follow-up action will be taken if PQDR response is not received by forty-five work days. Category I PQDRs follow-up action will be taken if response is not received by thirty work days. Initiate a second follow-up action if no reply is received by thirty work days.

i. Evaluate the PQDR corrective and preventive action provided by Support Point. Support Point replies should include actions taken to correct deficiency, identification of underlying cause and actions taken to correct the root cause.

j. For Category II PQDRs send a copy of closed PQDR replies to the Originating Point and Screening Point within one hundred and eighty calendar days of receipt. Category I PQDR replies shall be sent within ninety calendar days .

k. Determine need and take action to send alert notifications or field bulletins when appropriate.

2.4.3.3. If the Action Point determines that a formal PQDR investigation is not required for either corrective or preventive action, then it may close the PQDR as "INFORMATION ONLY" by stating what action is being taken by the Action Point.

2.4.3.4. When the Action Point determines that multiple minor deficiencies indicate an adverse quality trend requiring preventive action, they will send the PQDR for "ACTION" to the responsible Support Point activity. Activities having data indicating adverse quality trends can request the Action Point to investigate and take appropriate action. The Action Point should provide periodic feedback reports to originating points indicating successful actions that have been taken to eliminate recurring deficiency trends.

2.4.3.5. The Action Point is responsible for final PQDR closure. The Action Point will review the results of the PQDR investigations and close the PQDR when a satisfactory reply has been received. The Action Point will notify the Screening Point of the PQDR closing action.

#### **2.4.4. SUPPORT POINT**

2.4.4.1. The Support Point is an activity that is tasked by the Action Point to conduct an investigation and provide the results of actions taken to correct and prevent the recurrence of a reported product deficiency.

2.4.4.2. The Support Point, when requested, shall:

a. Conduct an investigation to determine the root causes(s) of the reported deficiency and the corrective actions necessary. The report of investigation will address actions taken by Government activity and/or contractor to identify and correct root cause(s) reported deficiency to prevent recurrence, when appropriate. If problem is with contractor provided material, will the contractor accept deficiency responsibility and provide material repair, or replacement.

b. Investigate all PQDR reports regardless of whether the contract status is open or closed. Provide an interim or final reply to the requesting Action Point within thirty work days. Category I PQDRs require a response within fifteen work days. Provide a projected final reply date in any interim response.

c. If the exhibit is essential for the investigation and it has not been provided, request it from the Originator and notify the Action Point as soon as the need is known.

#### **2.4.5. PDREP FUNCTIONAL MANAGER AND SYSCOM PQDR COORDINATOR**

2.4.5.1. The PDREP Functional Manager shall provide oversight for the PQDR process. For Category I and II PQDRs, the PDREP Functional Manger shall work with the SYSCOM PQDR coordinators, screening, action and support points, as necessary to ensure that the PQDRs are processed in a reasonable manner. In addition, when Category II PQDRs exceed the PQDR closure time requirement, the PDREP Functional Manager shall: (1) review trend data, and (2) notify the SYSCOM PQDR coordinator, who will then notify the screening and action points to take remedial action and to advise the PDREP Functional Manager of the status of the PQDR investigations.

2.4.5.2. Closing Policy. It is policy to close PQDRs, on new and newly reworked equipment, when the Program Manager(PM)/In-Service Engineering Agent(ISEA)/Cognizant Field Activity (CFA) :

a. Completes a detailed analysis of the problem (Category I or Category II) and provides preventive action to prevent recurrence.

b. States that the part failure rate does not warrant further investigation at this time.

c. Considers the deficiency minor in nature and has no impact on end-use performance.

2.4.5.3. Administrative Closure.

a. The Syscom PQDR Coordinator may administratively close a PQDR when the PQDR is Category II; the PQDR has exceeded the closure time requirement; and the Category II PQDR meets the following conditions:

(1) Less than three occurrences of the same part number within the last three years.

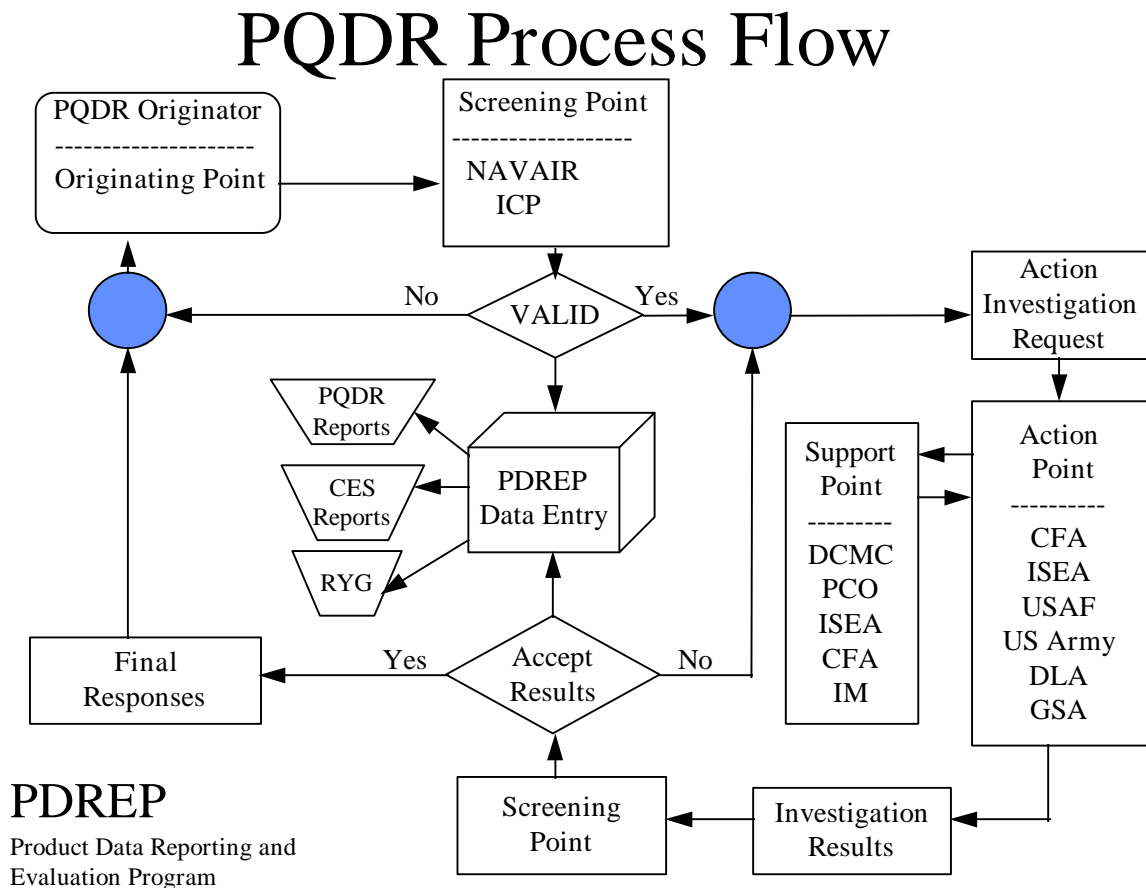
(2) No unexpected failure modes. An unexpected failure mode includes such events that call into question that the component does not meet the basic design specification, or that the manufacturing process was flawed. Examples include: (1) a fastener that breaks, even though proper torque was applied, (2) a component cannot be used, because it does not meet basic dimensional requirements.

(3) No safety issue.

(4) No PQDR investigations are contemplated or planned by the PM/ISEA/CFA.

b. The SYSCOM PQDR Coordinator shall advise the PM/ISEA/CFA prior to administratively closing a PQDR. In addition, the Originator, the Screening Point, Action Point, and NMQAO shall be notified so that their respective records can be updated.

2.4.5.4 The PM/ISEA/CFA may re-open any previously closed PQDR at any time.



**FIG. 2-1 PQDR Process Flow**

## 2.5. PREPARATION OF PQDR

2.5.1. The following directions are provided to assist personnel in the preparation of PQDRs. The originator should make an attempt to complete every core element block and provide any other readily available information. If the information requested cannot be determined, indicate the information is unknown by entering "UNK" in the appropriate block. Action Points are tasked to try to add information whenever possible (i.e. convert Part Number to National Stock Number (NSN), determine Contractor and Government Entity (CAGE) code from contract number, etc.)

2.5.2. The Originating Point will identify the severity or impact of the product quality deficiency if known. If Originating Point is not sure of severity or impact of the deficiency, then it should be processed as a Category II PQDR. A Category I PQDR would be initiated under the following conditions: if the discrepant condition was not corrected, would the deficiency cause death or injury or severe occupational injury; loss or major damage to a weapon system; reduce or restrict combat readiness capability or result in production line stoppage? If the answer to any one of these questions is "yes", then prepare a Category I PQDR and transmit expeditiously (e.g., E-Mail, FAX or message).

Block 1. **(Core element)** From: (Originating Point). Enter the address of the originating activity in Item 1a and the name/duty phone/signature (signature not required for electronic transmission) of an individual who can serve as a contact for questions regarding the report and/or to request an exhibit/sample in block 1b. (Include commercial and DSN phone numbers. Block 1c. is the date of PQDR issue.)

Block 2. **(Core element)** To: (Screening Point). Enter in block 2a. the activity and address of the Screening Point (see Para 2.6) to which the report is being submitted. Block 2b and 2.c will be filled out by the screening point.

Block 3. **(Core element)** Report Control Number. Twelve position Report Control Number (RCN) includes the six-position alphanumeric DODAAC followed by a 2 position calendar year and a sequential four-position numeric serial number. Each RCN must be unique to ensure that the originating activity maintains a serial log of sequential PQDR numbers.

Block 4. Date Deficiency Discovered. Enter date the deficiency was discovered.

Block 5. **(Core element)** National Stock Number. Enter the National Stock Number of the deficient material. In the absence of a NSN, enter the appropriate FSC class if known FSC classes may be obtained from the DoD Handbook or MILSTRIP/MILSTRAP desk guide.

Block 6. **(Core element)** Nomenclature. Enter the nomenclature of the material found to be deficient.

Block 7a. **(Important element, if known)** Manufacturer/City/State. Enter the name of the Prime Contractor, manufacturer of the item, or the maintenance contractor or Government activity who last overhauled the deficient material, and city and state where manufacturer/overhaul activity is located, as applicable. Repair or purchased equipment may be

accompanied by a log book which indicates last overhaul activity. Manufacturer is important because it indicates who was responsible for ensuring the item met Navy specifications.

Block 7b. **(Important element, if known)** Manufacturer's Code. Enter the CAGE code of the Prime Contractor or manufacturer/overhaul activity identified in Block 7a. CAGE codes are usually included in item identification markings as a 5 digit alphanumeric code.

Block 7c. Shipper/City/State. When the item was received from an activity other than the manufacturer/overhaul point identified in block 7a, indicate the shipping activity and city and state location (e.g. FISC, Norfolk, VA).

Block 8. Manufacturer's Part Number. Self-explanatory.

Block 9. **(Important element, if known)** Serial/Lot/Batch. If available, enter the serial number, lot number, and/or batch number of the deficient material. Use Block 22 if required. Always attempt to identify serial numbers of repairable items. Serial numbers are usually available on item identification markings of the unit.

Block 10a. **(Important element, if known)** Contract Number. Enter the contract number used by the inventory manager (or purchasing activity) to procure the defective item (e.g., DLA900-97-M-0001). For new items, contract number information should be provided on unit identification markings.

Block 10b. Purchase Order Number. Enter purchase order number if applicable.

Block 10c. **(Important element, if known)** Requisition Number. Enter the complete requisition number (including Unit Identification Code (UIC)) under which the reporting activity ordered the defective item.

Block 10d. GBL Number. Enter the Government Bill of Lading number that was used to track transport of the material to the originating activity (if known).

NOTE: When multiple contract numbers or requisition numbers are indicated on one report, ensure that a breakdown of defective units by contract number or requisition number is included in Block 22.

Block 11. New or Repaired/Overhauled. Check the appropriate block to identify if the material is either new or repaired/overhauled.

Block 12. Date Manufactured, Repaired, Overhauled. For new material, enter date manufactured when known. For Repaired/Overhauled material, enter the most recent repair/overhaul date.

Block 13. Operating Time at Failure. Indicate the length of time material had been in operation since new or overhauled when the deficiency was discovered. Operating time may be measured in hours, miles, cycles, etc. Include the type of measurement unit used (i.e. hours, miles, cycles, etc.) when indicating Operating Time at Failure.

Block 14. Government Furnished Material. Material in the possession of, or acquired directly by, the government and subsequently delivered to or otherwise made available to a contractor.

Block 15. Quantity. Quantity shall be a count of each individual item - including applicable unit of issue.

Block 15a. Received. Enter the total number of items received in the lot or batch in which the deficiency was found, if known.

Block 15b. Inspected. Enter the number of items inspected.

Block 15c. **(Core element)** Deficient. Enter the number of items that were determined to be deficient as a result of inspection.

Block 15d. In Stock. Enter the total number of serviceable items remaining in stock at the Originating Activity under the reported NSN, if known

Block 16. Deficient Item Works On/With: (See 16a & 16b below)

Block 16a. **(Important element, if known)** End item. List major weapon system, item or commodity that deficient item is to be used with or on (i.e. SLQ-32 Fire Control Radar, Mk-50 Torpedo, F-18 Aircraft). Indicate type/model/series and serial number for the end item as applicable.

Block 16b. Next Higher Assembly. Enter the National Stock Number, nomenclature, part number, and serial number of the next higher assembly the deficient item works upon, as applicable.

Block 17. Dollar Value. Enter the actual unit price of the material reported as being deficient, if known. If the actual price is not known, enter the standard unit price of the material as listed in the Navy Management Data List (NMDL).

Block 18. Estimated Correction Cost. Enter the estimated cost including overhead for correcting all the deficient material cited in the report.

Block 19. Item Under Warranty. Check one of the blocks to indicate whether the deficient item is covered by a contractual warranty, if known.

Block 19a. (Important element, if known). If the "Yes" block is checked then the expiration date of the warranty should be entered.

Block 20. WUC/EIC. Insert the applicable Work Unit Code/ Equipment Identification Code using seven characters when available.

Block 21. **(Core element)** Action/Disposition. Check one of the blocks to indicate the nature of the action taken by the Originating Activity concerning the deficient material. Enter "holding exhibit for 'indefinite' days" unless other blocks apply. If none of the blocks indicate the action/disposition taken, check "Other" and identify the nature of the action taken or requested in



block 22. "Return to stock", "Disposed of", and "Repaired" should be used infrequently and only to support operational requirements.

Block 22. **(Core element)** Details. This item provides valuable information concerning the deficiency.

a. Explain what is wrong with the item to the best of the originator's ability. Explain how the item does not function with relating parts or assemblies. Include specific non-conformances with drawings, specifications, regulations, instructions, or contracts. If an item is dimensionally incorrect, list the actual dimensions as well as the source of correct dimensions (tech manual, drawing number, or comparative measurement of old item).

**NOTE:** The following types of information should be entered in this block if applicable and available.

b. How deficiency was detected or confirmed, e.g. visual inspection, functional operations, etc.

c. Include the number of previous known deficiencies concerning these items.

d. Where the deficiency condition was discovered, i.e. receipt inspection, during cyclical inspection, during maintenance, special inspection directed by Inventory Control Point or other authority, etc.

e. List the Supporting documents included with this report. Photographs, sketches, and photocopies are extremely valuable and should be included whenever possible. (When photographs or photocopies are taken, a 12 inch or other ruler should be employed as a scale placed alongside the object so as to appear in each photograph.) Measurements should also be shown on sketches, when appropriate.

f. Include PQDR Category I or II as defined above (Check the appropriate box at the top of the PQDR form). Include narrative justification of Category assignment for Category I PQDRs. Explain why you as the originator feel the reported discrepancy warrants a Category I classification. Screening and Action Points will only act on the facts that you as the originator provide.

g. Indicate government ownership of the deficient material. The material is considered government owned if the deficiency was discovered after the material has been accepted by the government (DCMC or Navy).

h. Identify actions taken to repair the item and/or if item has been put in use.

I. Enter Material Inspection Record (MIR) serial number.

j. Enter Material Level Code (e.g., SUBSAFE, Level I, nuclear, and flight safety applications)

Block 23. Location of deficient material. Indicate where an exhibit is located (if an exhibit is being held).

**NOTE:** Blocks identified below do not apply to the Originating Point.

Block 24a. Name and address of Action Point.

Block 24b. Name, Telephone No., and Signature. Enter the name and telephone number (commercial and DSN) of the person at the Action Point who has primary responsibility for ensuring that the PQDR is resolved. Block 24c indicates the date of the signature in Block 24b. If the report is forwarded to a Support Point for investigation, then Block 25a will be completed.

Block 25a. Support Point name and address.

Block 25b. Name, Telephone No., and Signature. Enter the name and telephone number (commercial and DSN) of the person at the Support Point who has primary responsibility for ensuring that the Support Point investigation is performed. A signature in Block 25b indicates that the Support Point has completed its investigation. Block 25c indicates the date of the signature in Block 25b.

Note: If investigation by more than one Support Point is required, then blocks 26 and 27 provide additional Support Point address information.

Block 28. Findings and Recommendations of Investigation. Include the findings and recommendations for resolution of the complaint.

Block 29. Action taken. State the action taken to resolve the complaint.

Block 30. Results of Depot Surveillance. If applicable, identify results of depot surveillance and planned actions (i.e. replacement or repair by contractor, disposal, issue of replacement material, etc.)

2.5.3. The Action Point is responsible for final PQDR closure.

## **2.6. PQDR DISTRIBUTION**

2.6.1. Each activity will send PQDRs to the designated Distribution/Screening Points indicated below.

2.6.2. For items which are used in aircraft operations (includes aircraft, avionics and related ground support equipment but not air-launched missiles and ordnance): forward the report to the cognizant field activity as specified in OPNAVINST 4790.4 with a copy to Naval Air Systems Command (4.1.9). If the cognizant field activity is not known, then forward the report directly to NAVAIR 4.1.9.

2.6.3. For air-launched missiles, bombs, guns, ammunition, and related handling equipment: forward the report to Naval Air Warfare Center, Point Mugu Division with a copy to NAVAIR 4.1.9.

2.6.4. All other reports will be forwarded to Naval Inventory Control Point Mechanicsburg (NAVICP-M 10422). NAVICP Mechanicsburg has been designated as a central distribution center with responsibility for routing the report to the proper screening and action points within Naval Sea Systems Command, Naval Supply Systems Command, Naval Facilities Command and Space and Warfare Systems Command.

2.6.5. The Distribution/Screening Points identified above will assure that all PQDRs and related follow on actions (exhibit movement requests, status updates, and final close out) are entered into the PDREP database. The ultimate goal is to implement on-line real time processing of PQDR information. However, until that goal is achieved, Distribution/Screening Points will continue to process batch load updates via electronic transfer procedures.

## **2.7. DEFINITIONS**

**Category I Deficiency.** A product deficiency which may cause death, injury, or severe occupational illness; could cause loss or major damage to a weapon system; or directly restrict the combat readiness capabilities of the using organization; or which results in a production line stoppage.

**Category II Deficiency.** A deficiency which does not meet the criteria set forth for Category I.

**Corrective Action.** A remedial action taken to repair or replace the product deficiency being reported.

**Exhibit.** The item reported as being deficient, or a sample item which represents the reported deficient condition, which can be examined or analyzed to determine the possible cause of the deficiency.

**Government Furnished Material.** Material in the possession of, or acquired directly by the government and subsequently delivered to or otherwise made available to a contractor. Where the work is being performed in a Naval activity, the term 'contractor' shall refer to the Commanding Officer or Officer In Charge of the facility.

**Holding Point.** The activity having custody of an exhibit.

**New or Newly Reworked Material.** Any material procured from a commercial or government activity or material which is new or has been rebuilt, repaired, reworked or modified by a government depot or commercial activity under government contract. Material is considered new or newly reworked until inspected, tested and/or put into use by the receiving activity. Material under warranty shall be considered new or newly reworked throughout its warranty period.

**Preventive Action.** Those actions taken to prevent or preclude the recurrence of the deficiency. These include design/specification/drawing changes, changes to procurement technical data packages for future buys, issuance of Quality Assurance Letters of Instructions, notices to contractors, procedural changes, and progress changes.

## **Product Deficiency.**

a. **Design Deficiency.** Any condition that limits or prevents the use of material for the purpose intended or required, where the material meets all specifications or contractual requirements. These deficiencies cannot be corrected except through a design change or specification change.

b. **Material Deficiency.** Any unsatisfactory condition (for example, physical, chemical, software, electrical, functional) noted in material which is attributable to nonconformance to contractual or specification requirements. Substandard workmanship and manufacturing defects will be considered to fall within this definition provided the standard with which the work has been judged is identified.

c. **Procurement Deficiency.** Any unsatisfactory material condition which is attributable to improper, incorrect, ambiguous, omitted, or conflicting contractual requirements including the procurement documents, its references, or any combination which describe technical requirements of material.

**Repeat deficiency.** A deficiency discovered on material that was shipped from a contractor or government depot/overhaul activity subsequent to the effective date of implementation of preventive action for the same or similar deficiency.

**Product Quality Deficiency Report.** SF368 form or format used to record and transmit product quality deficiency data.

**Quality Investigation.** A comprehensive investigation conducted by the Action/Support Activity to determine whether the reported unsatisfactory material was repaired, manufactured or tested in conformance to required specifications, standards, or contractual requirements and that applicable quality controls are adequate to ensure conformance. Corrective action will be initiated when inadequacies are confirmed and shall assure conditions causing the inadequacies are identified and eliminated.

**Technical Data (New or Revised).** Technical Data means recorded information, regardless of form, of a scientific or technical nature. It may, for example, document research, experimental, development, or engineering work; or be usable or used to define a design or process or to procure, produce, support, maintain, or operate equipment. The data may be graphic or pictorial delineation in media such as drawings or photographs; text in specifications, related performance or design documents; in machine forms such as magnetic tape, computer program printouts; or may be retained in computer memory. Examples of technical data include research and engineering data, process sheets, manuals, technical reports, catalog item identifications, and related information. Technical data does not include financial, administrative cost and pricing, and management data, or other information incidental to contract administration.

**Warranty.** The warranty period is a certain contractually specified period of time when failure of the item, within the prescribed area of performance, would require the failed item to be repaired or replaced in accordance with the warranty requirements.

## CHAPTER 3 - PDREP GENERAL APPLICATION

### 3.1. INTRODUCTION

**3.1.1. GENERAL INFORMATION.** This chapter describes the reports that are available to naval organizations, and other government activities, involved in the implementation of the requirements of the Product Data Reporting and Evaluation Program (PDREP). It describes the computer equipment needed to communicate with the PDREP database; provides instructions for producing the reports; and includes report samples.

**3.1.2. BACKGROUND.** SECNAVINST 4855.3 establishes the Navy's PDREP in conjunction with SECNAVINST 5000.2B Implementation of Mandatory Procedures for Major and Non-Major Defense Acquisition Programs and Major and Non-Major Technology Acquisition Programs. SECNAVINST 5000.2B provides specific procedures for obtaining quality information using the PDREP for implementation of this requirement.

**3.1.3. SCOPE.** The PDREP system is a Navy automated information system data retrieval subsystem. It provides the software interface between government information users and the PDREP database permitting users to retrieve PDREP data. The PDREP system has been established with as few computer instructions as possible. The user will sign-on following the instructions provided in this guide. The sign-on User-Id and password will automatically initiate the PDREP interface software, and prompt the user for the selection of the reporting program desired.

Each program contains an interrogative routine which requires the user to enter the qualifiers for the report desired. CAGE code, starting date, ending date, or other selective criteria may be entered.

Paragraph 3.15 contains data field definitions for use in creating Ad-Hoc reports. Paragraph 3.16 contains code values and literals. Paragraph 3.17 contains a list of acronyms and abbreviations used within this instruction.

Any questions regarding User Ids, access the PDREP system, or telecommunications should be directed to the PDREP User Help Desk at DSN 684-1690 or Commercial (603) 431-9460, extension 486, or access the NSLC Det PTSMH website, <http://www.nslcptsmh.navsea.navy.mil>.

### 3.2. INPUT DATA

**3.2.1. GENERAL.** The effectiveness of PDREP as a standard measure of the past performance of contractors depends on reporting contractor historical quality and delivery performance data that is standard in both format and content. This section describes the standard data types which comprise PDREP data that Navy activities shall report, as applicable.

NOTE: Classified data shall not be entered into the PDREP database. Classified

Information essential to the goals of the program should be reported under separate correspondence to Command central processing points on a "need-to-know" basis in accordance with OPNAVINST 5510.1F (Department of the Navy Information Security Program Regulation).

**3.2.2. BULLETIN.** A Bulletin is generated by NAVSEALOGCENDET PTSMH to alert Navy procuring, technical, or using activities of significant quality problems. It may be issued for commodity, systems, or contractor related problems.

**3.2.3. CONTRACT DATA.** This data consists of delivery information and contract award information that demonstrates the performance of a contractor throughout the contract period.

**3.2.4. METHOD C/D/E.** A type of report issued by DLA representatives to report and request corrective action on significant in-plant quality problems.

**3.2.5. CONTRACTOR ALERT LIST (CAL).** The CAL contains information collected from the Defense Contract Management Districts (DCMDs). The list serves as a notice that a condition exists at the contractor's facility which the contracting officer should consider prior to awarding a contract.

**3.2.6. GOVERNMENT AND INDUSTRY DATA EXCHANGE PROGRAM (GIDEP) ALERTS.** GIDEP reports are issued to notify participating activities of nonconforming parts, components, processes, materials , and hazardous situations.

**3.2.7. MATERIAL INSPECTION RECORD (MIR).** A document generated as the result of a technical inspection of hardware or software by a Navy representative at the manufacturer's plant or upon receipt at destination in accordance with a Navy or local directive or instruction. For purposes of this document, a technical inspection is the performance of any test or inspection other than the validation check for count and damage. These records provide an aid in determining a contractor's performance and/or responsiveness. Information should be entered into the PDREP database for all technical inspections performed by Naval personnel on contractor procured or Federal supply system material.

**3.2.7.1.** The MIR shall be a true copy of the actual inspection record.

**3.2.7.2.** A MIR shall be completed and forwarded to the PDREP database for every product supplied by a contractor or supply system that is subject to a technical inspection prior to acceptance or certification for use by the Navy. This means generating a MIR for software deliverables such as technical manuals, radiographic film, etc. that are an end item in themselves, as well as all hardware line item deliverables. This requirement for a MIR; however, does not include drawings, procedures, etc., that may effect end item quality even though they require submittal and approval. In the past it was found that many end item software deliverables had been rejected several times but not recorded accordingly on the MIR either because the software was not considered an inspection attribute or the deficiency was subsequently reconciled. As a note of clarification, a MIR is required for every end item deliverable inspected whether it be software or hardware with the exception noted above.

**3.2.7.3.** The MIR shall reflect the results of the inspection or test performed by Navy personnel whether on hardware or software at receipt or at the manufacturers' plant. Any non-compliance with contract or specification requirements shall be recorded as a reject on the MIR even though the non-compliance may have been subsequently reconciled by rework, resubmittal, or acceptance as is via a waiver/deviation.

**3.2.7.4.** A MIR, as noted above, shall be generated and submitted to the PDREP database for all inspection actions by a Navy activity representative acting alone or in conjunction with a DCMC Quality Assurance Representative (QAR). This requirement does not include generation of a MIR for contract administration actions when they are delegated acceptance authority, but only when acceptance is performed by a Navy activity at other than shipment destination. In the latter case, any deficiencies found on material offered to the government are subject to the procedures of this document and shall be recorded on the MIR.

**3.2.7.5.** A MIR is not necessary for material locally manufactured or repaired and subsequently inspected or certified by the same activity.

**3.2.7.6.** While there is considerable latitude in form and format of the MIR among the Command elements, specific data elements are mandatory for entry into the PDREP database.

**NOTE:** Rejected material returned to the contractor for rework or replacement which is subsequently returned, shall be considered a new lot of material. A new MIR with a new serial number shall be generated and stamped "REPLACEMENT MATERIAL". Rejected material reworked locally or accepted as is by a waiver or deviation shall not be cause for a new MIR.

Only contractor responsible defects are recorded. Inspections may be conducted at the contractor's facility (source inspection) or at a Naval facility. Mandatory fields are indicated.

<b><u>Field</u></b>	<b><u>Definition</u></b>
MIR Number	Required field consisting of the reporting activity DODAAC followed by a unique 8 position serial number assigned by the reporting activity. In some cases, the serial number will consist of the Julian Date (YYDDD) and the last three digits a unique number. The sixth position of the serial number is used to indicate nuclear material. "A" is for Level I nuclear, "B" is for Level III nuclear, and "C" is for nuclear no Level.
CAD	Certifying Activity Designator, provided in NAVSEA 0948-LP-045-7010 Vol 1 for Level 1/SubSafe material only.
Inspection Date	Date inspection was completed. (DD-MMM-YY)
CAGE Code	Contractor and Government Entity Code identifying the contractor

referenced by the MIR. For material obtained from the Federal Supply System, enter "NAVSS". Required field.

NSN	National Stock Number (NSN) comprised of the following elements: COG (2 positions) FSC (4 positions) Cannot be "0000" - Required field. NIIN (9 positions) SMIC (2 positions)
FSC Material Description	Noun name of the product/material inspected. (25 positions)
Contract Number	Contract number (13 positions) associated with the MIR, followed by a four position order number which is required if the 9th position of contract number is "A", "D", or "G". This field is required for all records except those with the CAGE Code of "NAVSS".
Contract Units Received	Number of contract units in the lot. (6 positions) Ex. Boxes, cans, units, etc.
Lot Size	Total number of product inspection units in the lot. Don't use weight or length. (6 positions)
Units Rejected	Number of units in the inspection lot that are rejected. Enter "0" if there were no rejected units. For sampling inspection, enter the total number of units in the lot if the number of defective units exceeds the number allowed by the sampling plan. (6 positions)
Dollar Value Received	Whole dollar value of units received. If unknown and the vendor is "NAVSS" enter "0", otherwise enter "1". (7 positions)
Dollar Value Rejected	Field is MANDATORY if the lot is rejected. Whole dollar value of units rejected. If unknown and the vendor is "NAVSS" enter "0", otherwise enter "1". For sampling inspection, enter the dollar value of the entire lot if the total number of defects exceeds the rejection number of the sampling plan. (7 positions)
Material Specification	Material Specification to which the inspected material was purchased. (25 positions)
Fabrication Specification	Fabrication Specification to which the inspected material was purchased. (25 positions)
Drawing Number	Drawing number or other referenced number that is not a specification. (25 positions)



Low Serial Number	If MIR covers more than one serial number, put highest number in MIR Number block, and lowest number (minus the first five digits) in this block. (3 positions)
Material ID Code Designator	Material designator, provided in NAVSEA 0948-LP-7010, Volume II for Level I/ SubSafe certified material. (6 positions)
Ship or Project Number	Hull type and number, aircraft number, or project code for which material was procured. Enter “CIM” for Controlled Industrial Material. (15 positions)
Call Number	Call number associated with the contract number. (15 positions)
Subcontractor CAGE Code	Subcontractor’s Contractor and Government Entity Code (CAGE), if known. (5 positions)
Defective Report Number	Local Defective Material Report (DMR) number assigned to the rejected lot. (20 positions)
Gov’t Source Inspection Ind	Enter "Y" (yes), "N" (no), or "U" (unknown) to indicate whether Government Source Inspection (GSI) was invoked on the contract. (1 position)
Contractor Liable Indicator	If there were defective pieces, you must indicate whether the vendor is considered liable and if the lot is considered defective. If so, enter a “Y”. If there are defectives pieces but because of an AQL or for other reasons the lot is not considered defective, enter a “N”. If there are no defective pieces, leave this field blank (1 position)
Recall Indicator	Used exclusively for Level I material. Indicates if defective material was recalled from stock by NAVICP Mechanicsburg Code 845. Field cannot be accessed by user.
Reject Indicator	Indicates whether or not the lot was rejected (Y or N).
Material Level Code	Code will be generated based on input from the user. This field cannot be accessed by the user.

If “**Attributes**” is selected from the Material Inspection Record online data screen, the following screen will appear. In order to enter data on this screen, the user must select the New button from the tool bar. For each attribute to be entered, the New button must be selected.

Material Inspection Records		Page 1	2	Attributes	(Heat #s)
INSPECTION ATTRIBUTE	INSPECTION TYPE	INSPECTED UNITS	(DEFECTIVE UNITS)	(DEFECT CLASS)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	

- Inspection Attribute Codes from MIR Inspection Attribute Table for each inspection performed. (2 positions each)
- Inspection Type Code from MIR Inspection Type Table for the type of inspection performed for each attribute code. (1 position each)
- Inspected Units Number of product inspection units inspected for the attribute code listed. (6 positions each)
- Defective Units Number of inspected units found defective for each attribute code listed. (6 positions each)
- Defect Class Code from MIR Inspection Attribute Defect Class Table for an attribute type that had a rejection (mandatory), else leave blank. (1 position each)

If “**(Heat #s)**” is selected from the Material Inspection Record online data screen, the following screen will appear. In order to enter data on this screen, the user must select the New button from the tool bar. For each heat number to be entered, the New button must be selected.

Material Inspection Records		Page 1	2	Attributes	(Heat #s)
HEAT NUMBER					
<input type="text"/>					

- Heat Number Heat, batch, or traceability code. (15 positions)

**3.2.8. PROBLEM REPORTING (CSRs).** This record allows users to comment on problems being experienced with PDREP that they wish corrected, to request a new report, or make changes to an existing report.

<b><u>Field</u></b>	<b><u>Definition</u></b>
CSR Number	A computer generated number for each new computer support request.
Problem Title	A brief synopsis of the record or report that the report is being written on.
Narrative	A long description of the problem, correction, or new report for which this report is being generated.
Originator	The userid of the person who signed onto PDREP.
Date	Computer generated date of when the request was made. (DD-MMM-YY)

**The following fields should not be assessed by the user submitting the request:**

PDREP Coordinator	UserId of the PDREP Coordinator at NMQAO who is responsible for reviewing all submitted problem reports for duplication and clarity.
Review Date	Date the PDREP Coordinator releases the report to the IRMD for processing. (DD-MMM-YY)
Database Administrator	UserId of the PDREP Database Administrator who is responsible for assigning the problem report to a programmer for resolution.
Release Date	Date the Database Administrator assigned the report to a programmer. (DD-MMM-YY)
Programmer	UserID of the programmer assigned the report.
Completion Date	Date the programmer completes all actions required on the report. (DD-MMM-YY)
Resolution	A narrative of the resolution initiated by NMQAO.
Release Number	The version of PDREP that the programming will be available in.
Production Date	Date the programming is put into production. (DD-MMM-YY)
Cancellation Date	If deemed necessary, the date the report is canceled as it is decided that no action is needed. (DD-MMM-YY)

**3.2.9. PRODUCT QUALITY DEFICIENCY REPORTS.** Only Product Quality Deficiency Reports (SF-368) written on NAVSEA cognizant material can be added/deleted/changed by the

originator. NAVSUP and NAVAIR QDRs will be modified by the screening point only. When applicable the field name is preceded by the number of the block on the SF-368 form.

<b><u>Field</u></b>	<b><u>Definition</u></b>
Category	Per the SECNAVINST, a number indicating the type of deficiency report that was issued. Category 1, is a product quality deficiency which may cause death, injury, or severe occupational illness; could cause loss or major damage to a weapon system; or directly restricts the combat readiness capabilities of the using organization; or which results in a production line stoppage. Category 2, is a product quality deficiency which does not meet the criteria for a Category 1.
1c. Preparation Date	The date the report was signed and forwarded to the screening or n point. (DD-MMM-YY)
2a. Screening Point Activity	DODAAC of the activity who will perform the screening point responsibilities: Determine Action Point, establish distribution, and transmitting the PQDR to the Action Point. The Screening Point will review for proper categorization, and completeness of core elements.
2c. Release Date	The date indicating when the screening point released/forwarded the deficiency report to the Action Point. (DD-MMM-YY)
3. RCN	The unique identifier of the deficiency report comprised of the following: 6 position DODAAC of the originating activity, two digit calendar year the deficiency report was issued, and a four digit sequential serial number assigned by the originating activity. This sequence is for NAVAIR and NAVSUP use only. Hit the space bar to pass this field.
4. Deficiency Discovered Date	The date indicating when the deficiency was discovered. (DD-MMM-YY)
5. NSN	A 17 position code comprised of the following fields:  <b>COGNIZANT CODE.</b> A two character alphanumeric code, from the Federal Supply Catalog ML Management Data List C1 Vol. 2, used to identify and designate the Inventory Control Point office or agency which exercises supply stores account. The entire code identifies the combined technical bureau/command and inventory managers having jurisdiction over the item.

**FEDERAL SUPPLY CLASSIFICATION (FSC).** A four position code, from the FSC Indexes Cataloging Handbook H2, for the deficient material.

**NATIONAL ITEM IDENTIFICATION NUMBER.** The National Item Identification Number (NIIN) from the MLN (Navy) or MLC (all other services). This number is positions 5 through 13 of the National Stock Number.

**SPECIAL MATERIAL IDENTIFICATION CODE.** Navy Special Material Identification Code (SMIC) from the Federal Supply Catalog ML Management Data List C1 Vol. 2. A two character alphanumeric code used to categorize material on the basis of requirements for source or quality control; technical design or configuration control; procurement, stocking and issue control, special receipt, inspection, testing, storage, or handling.

- |                             |   |
|-----------------------------|---|
| 6. FSC Material Description | The name of the end item that was found deficient. Individual components that fail should be reported in the description of the deficiency (block 22).  |
| 7b. CAGE Code               | CAGE of the contractor or government activity identified in Block 7a of the QDR. If block 7a cannot be determined and the material is Navy owned stock, enter "NAVSS"; otherwise NMQAO will assign a CAGE code. |
| 7c. Matl Shipping Activity  | DODAAC/CAGE of the contractor who shipped the material.   |
| 8. Part Number              | The manufacturer's part number, or applicable drawing.  |
| 9. Serial Batch             | The serial, lot, or batch number of the deficient material. Serial Number numbers are usually available on item identification markings of the unit.  |
| 10a. Contract Number        | The contract number under which the defective material was purchased or reworked. Only one contract number per PQDR is allowed.   |
| 11. New/Overhauled          | A code indicating whether or not the defective material is new (N), repaired/overhauled (O), or it is unknown (U).  |
| 12. Manufactured Date       | Date defective material was received or Date manufactured. If the material is repaired/overhauled, enter last repair/overhaul date. (DD-MMM-YY)   |

- |                                   |   |
|-----------------------------------|---|
| 13. Failure<br>Operating Time     | Indicate the time material had been in operation since new or overhaul/repair when the deficiency was discovered using the appropriate performance element (i.e., miles, cycles, hours).  |
| 14. Govt Furnished<br>Equipment   | A one position character, (Y, N, or U) to indicate if the defective material is Government Furnished Equipment.   |
| 15a. Quantity<br>Received         | The number of all end item units received in the same lot or batch in which the defective material was discovered. NAVAIR and NAVSEA use inspection units; NAVSUP uses units of issue.  |
| 15b. Inspected                    | The number of units, from the lot received, that were inspected.  |
| 15c. Deficient                    | The number of defective items discovered.   |
| 15d. In Stock                     | The number of units being placed in stock.  |
| 16a2. End Item Type               | Code used by NAVAIR to designate the type of equipment the material was intended for (usually aircraft number).   |
| 16a2. End Item<br>Serial Number   | The item serial number that the deficient items is to be used with or on.   |
| 16b1. Next Higher<br>NSN          | The National Stock Number of the item that the deficient item is to with or on. Comprised of Cog, FSC, NIIN, and SMIC.  |
| 16b2. Next Higher<br>Nomenclature | The name of the equipment or system of which the defective material is a part.  |
| 16b3. Next Higher<br>Number       | The part number of the next higher assembly that the deficient item Part works on.  |
| 17. Dollar Value                  | The unit price of the material reported deficient. If the actual price is no known, enter the standard unit price of the material as listed in the Navy Management Data List (NMDL).  |
| 18. Estimated Repair              | The estimated cost to the government, including overhead, for Cost correcting the deficient material cited in the report. It is recognized that this information may not be available at the time the QDR is prepared, but should be reported at the time of QDR closure.   |
| 19. Item Under<br>Warranty        | A one position character (Y, N, or U) to indicate whether the deficient item is covered by contractual warranty, if known. In general, warranty information is available on the unit packaging. It is important to document this information at time of receipt to assure that proper actions are taken should a later failure occur. |

19b. Warranty	
Expiration Date	The date the warranty expires. (DD-MMM-YY)
20. Work Unit Code/EIC	The Work Unit Cost (WUC) or the Equipment Identification Code (EIC) for the defective item(s).
21. Exhibit Disposition	The action of the exhibit at the time that the PQDR is being written. Dispositions such as "RETURNED TO STOCK" or "DISPOSED OF" will be the final disposition on selected reports. If a final disposition code is entered, be sure to enter the equating code under "FINAL DISPOSITION CODE".
22. Description of Deficiency	A narrative describing what is wrong with the item to the best of the originator's ability. Explains how the item does not function with related parts or assemblies. Includes specific violations of specification, pertinent regulation, instruction, or contract. If an item is dimensionally incorrect, list the actual dimensions as well as the source of the correct dimension.
23. Defective Material Location	The location where the deficient material is being held and the individual/organization having authority to release the exhibits for investigation.
24a. Action Point Activity	DODAAC of the government activity responsible for the investigation and resolution of the deficiency.
24c. Release Date	Date when the Action Point released/forwarded the deficiency report. (DD-MMM-YY)
25a. Support Point Activity	DODAAC of the government activity assisting the Action Point (when requested) by conducting and providing results of a special analysis or investigation pertinent to the correction and prevention of reported deficiency.
25c. Release Date	Date when the Support Point releases the investigation results to the Action Point. (DD-MMM-YY)
Status	Code for PQDR Status Table that depicts the current status of the PQDR. NAVSEA is restricted to A, AD, C, CI and CX.
Action RCN	If the PQDR is being forwarded as an INFO only when the Action PQDR number is required in this block.
Material Level	Code from the Material Level Table designating the material

Application Code	type being reported.
Corrective/ Preventative Action Taken	Code from PQDR Corrective Action Table indicating the remedy used to identify root cause, the identification of processes or work performance to prevent non conforming product, and the monitoring and measures used to determine the effectiveness of the remedy.
Closed Date	Date of the letter/phone call indicating when the deficiency report was closed (notification of resolution of the deficiency and corrective action to prevent recurrence is in place) by the appropriate Screening Point or Originator. (DD-MMM-YY)
Preventive Answer Type	Code from the QDR Preventive Action Type Table that best describes the type of preventive action taken to prevent the recurrence of a reported deficiency.
Cause Code	A code from the PQDR Deficiency Cause Table explaining the cause of the deficiency. System default is “M”, which is for a Material (Quality) deficiency.
Defect Responsibility	Select code from drop down box that best describes who is responsible for the defect.
Final Disposition	Code from Material Disposition table that describes the final disposition of the defective material.
DLA Summary Code	DLA Summary Code provided at closing time.
Govt Preventive Action	Code from PQDR Corrective Action Table that best describes the actions to be taken by the government contract administrator.
Base Item Type	NAVAIR field.
Case Control No.	NAVSUP field.
Case Reopened	NAVAIR/NAVSUP field.
Cost Code	Code from PQDR Cost Code Table (NAVAIR field).
Credit Code	Code from PQDR Credit Code Table (NAVSUP field).



Defect Verified	Indicates if the defect was verified.
Drawing Date	Date of drawing referenced in contract (DD-MMM-YY).
Drawing Number	Drawing referenced on the contract.
Exhibit Req Ship	Date that exhibit was shipped.
Form Type	NAVAIR/NAVSUP field.
Last Rework Activity	DODAAC of the activity that last reworked the defective material.
Shipping Date	Date material was shipped. (DD-MMM-YY)
PQA Activity	DODAAC of the Procurement Quality Assurance activity working the deficiency.
PQA Date	Date the PQA completes actions on the report. (DD-MMM-YY)
PQA Document Number	Serial number of document initiated by the PQA.
Previous RCN	If the problems reported on the PQDR were reported on a previously closed PQDR, enter the RCN of that report.
Previous Failure Count	Number of similar failures reported on PQDRs.
Spec. No.	Specification referenced in contract.
Spec. Date	Date of specification, if known. (DD-MMM-YY)
Govt Owned Ind	Indicates whether or not the item is government owned.
Where Def. Discovered	Code from PQDR Where Deficiency Discovered Table describing when the deficiency was found.
Update Ind.	NAVAIR/NAVSUP field.

Update Ref.	NAVAIR/NAVSUP field.
Defect Attribute	Code(s) from the PQDR Attribute Codes Table which indicate the specific type(s) of failure which led to the report.
Investigation Results	Narrative containing the results of the investigation into cause and corrective/preventive actions to prevent recurrence.

**(Link MIRs)**

Linked MIR Serial Number	The activity's number of the Material Inspection Record (MIR) used by the activity to record their receipt inspection of the item. This is used to link the MIR and PQDR records but is not stored as a data item. NOTE: Linked PQDRs are not counted in RYG.
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**3.2.10. PRODUCT QUALITY DEFICIENCY REPORTS CLOSURE.** This screen allows the user to close a previously entered Product Quality Deficiency Report (PQDR) without having to view all fields of the PQDR. Only those fields needed for closing are displayed on this screen. Some of the closing screen fields may already contain data. If the data is correct as displayed on the screen there is no reason to reenter the information. In order to access this screen the user must select the Open button. When Open is selected, the following information must be provided:

RCN Activity	6 position DODAAC - then hit the TAB key
RCN Year	2 position year the QDR was prepared - then hit TAB key
RCN Serial Number	4 position numeric field - then hit TAB key
RCN Sequence Code	if there is none, enter two spaces - then select the OK button.

<b><u>Field</u></b>	<b><u>Definition</u></b>
Cause Code	A code from the PQDR Deficiency Cause table explaining the cause of the deficiency.
Corrective Action	Code from PQDR Corrective Action Table indicating the remedy used to identify root cause, the identification of processes or work performance to prevent non conforming product, and the monitoring and measures used to determine the effectiveness of the remedy.
Closed Date	Date of the letter/phone call indicating when the deficiency report was closed (notification of resolution of the deficiency and corrective action to prevent recurrence is in place) by the appropriate Screening Point or Originator. (DD-MMM-YY)

Screening Point Activity	DODAAC of the activity who will perform the screening point responsibilities.
Release Date	Date indicating when the screening point released/forwarded the deficiency report to the Action Point. (DD-MMM-YY)
Action Point Activity	DODAAC of the government activity responsible for the investigation and resolution of the deficiency.
Release Date	Date the Action Point released/ forwarded the deficiency report. (DD-MMM-YY)
Support Point Activity	DODAAC of the government activity assisting the Action Point in the investigation.
Release Date	Date the Support Point releases the investigation results to the Action Point. (DD-MMM-YY)
Investigation Results	Narrative containing the results of the investigation into cause and corrective/preventive actions to prevent recurrence.

**3.2.11. PRODUCT QUALITY DEFICIENCY REPORTS FOLLOW-UP.** Allows the user to track when follow-up (tracer) actions have been initiated.

<u>Field</u>	<u>Definition</u>
RCN:	
Activity	DODAAC of the originator of the PQDR. (6 position)
Year	Last two positions of the preparation date.(2 positions)
Serial Number	Four position numeric field assigned to PQDR - then hit TAB.
Seq. Code	A two position sequence number assigned to the PQDR. If there is none,enter two spaces.
Follow-Up Date	Date the follow-up action was initiated (DD-MMM-YY).
Serial Number	The serial number of the letter/memo that contains the follow-up action.

**3.2.12. QUALIFIED PRODUCTS LIST (QPL).** A record indicating that a contractor can produce a product to the QPL specification requirements.

**3.2.13. SPECIAL QUALITY DATA.** Method for collecting data for analytical purposes (both positive and negative) that does not fit into normal quality elements of the PDREP. Special Quality Data types include: Surveys of subcontractors performed by prime contractors, telephone

calls relating quality information, contractor visits/interfaces, meetings, corrective actions, suspected cases of fraud or malpractice, etc.

<b><u>Field</u></b>	<b><u>Definition</u></b>
Reporting Act.	DODAAC for the activity entering the special quality data.
Serial Number	PDREP application will assign a serial number (6 positions) for each SPQ record. Record this number on the hard copy document for future reference.
CAGE Code	CAGE code of the contractor referenced by SPQ. (5 positions)
Issue Date	Date the SPQ was issued. (DD-MMM-YY)
Comp. Date	Date the required SPQ action is completed, or issue date if no corrective action required. (DD-MMM-YY)
Narrative	Brief narrative detailing the content of the SPQ source document.

**FSCs.** In order to enter data on this screen, the user must select the New button from the tool bar. For each additional FSC to be entered, the New button must be selected.

FSC	FSC(s) for the commodity referenced by SPQ. Enter "0000" if SPQ is not applicable to a specific FSC. (4 positions each)
-----	---

**3.2.14. SURVEY.** There are four formally recognized Survey types that are performed to determine a contractor's performance on contractual quality/technical requirements or their capability to perform. Entry of survey results is only the first step in the PDREP; the follow-up or close-out actions are an absolute must for any negative findings. Final survey reports are not always issued by the procuring activity. In the case of Pre-Award Surveys, DCMC generates the final report if they have CAO cognizance of that facility/contract. If a Navy representative participates in the survey, it is the representative's responsibility to ensure that a copy of the report and the results of any subsequently resolved open issues are sent to the PDREP database. If a Navy Procurement Contracting Officer (PCO) requests the survey to be performed by the CAO and no Navy representative participates, the PCO will be responsible for sending the data to the central processing point.

<b><u>Field</u></b>	<b><u>Definition</u></b>
Serial Number	PDREP Application will assign a serial number (6 positions) to each Survey record. Record this number on the hard copy document for future reference.
CAGE Code	CAGE code identifying the contractor referenced by the survey. (5 positions)

Requesting Act.	DODAAC for the Navy activity requesting that the survey be performed. (6 positions)										
Survey Type	Code from Survey Type Table identifying the type of survey. (2 positions)										
Survey Date	Date (last day) the survey was conducted. (DD-MMM-YY)										
Contractor Assessment Code	Code from Survey Contractor Assessment Table that best describes survey results. Survey types and applicable assessment codes are as follows: <table> <tr> <th>TYPE</th><th>CODES</th></tr> <tr> <td>Pre-Award</td><td>01,02</td></tr> <tr> <td>Post-Award</td><td>03,04</td></tr> <tr> <td>Prod Orient</td><td>03,04,08,09</td></tr> <tr> <td>Special</td><td>03,04,08,09</td></tr> </table>	TYPE	CODES	Pre-Award	01,02	Post-Award	03,04	Prod Orient	03,04,08,09	Special	03,04,08,09
TYPE	CODES										
Pre-Award	01,02										
Post-Award	03,04										
Prod Orient	03,04,08,09										
Special	03,04,08,09										
Material Level Code	Code from Material Level Table designating the material level associated with the Survey. Use code 21 for other than special emphasis material. (2positions)										
Quality Ind.	For all Pre-Award Surveys, indicate if the quality section's overall rating was satisfactory, if known (Y, N or U). (1 position)										
Contract Number	Contract, Invitation for Bid, Request for Proposal/Quote associated with the survey. Omit dashes and spaces. (13 positions)										
Corrective Act. Indicator	Enter "Y" (yes) or "N" (no) to indicate whether corrective action is required. Enter "N" for Pre-Award Surveys. (1 position)										
Completion Date	Computer generated if corrective action indicator is "N", otherwise the date the surveying activity accepts corrective actions. (DD-MMM-YY)										
Navy Part. Indicator	Enter Y or N to indicate if Navy personnel participated in the survey. (1 position).										
Narrative	Brief narrative summary detailing the results of the survey. Award/No Award, as applicable, shall be included in the narrative as well as whether results of the survey were based on quality, non-quality, or both categories.										

**FSCs.** User must enter an FSC to enter the record. In order to add data to this screen, the user must select the New button from the tool bar. For each additional FSC to be entered, the New button must be selected.

FSC	Enter FSC code(s) for each commodity referenced in survey. If no FSC is applicable, "0000" should be entered. (4 positions each)
-----	--

**Specifications.** In order to enter data on this screen, the user must select the New button from the tool bar. For each additional Specification to be entered, the New button must be selected.

Specification	Enter specifications (quality and/or specific material, commodity or technical requirements) invoked/reviewed during the survey. (25 positions each)
---------------	---

**Category.** In order to enter data on this screen, the user must select the New button from the tool bar. For each additional Category Reviewed to be entered, the New button must be selected.

Contractor Cat. Rev.	Select category for areas surveyed. For each category you wish to add, hit the New button and an empty box will appear.
-------------------------	---

Number of Deficiencies	Number of deficiencies in each category reviewed. If an area was reviewed and there were no deficiencies, enter '0' (zero).
---------------------------	---

**3.2.15. TEST REPORTS.** Method for collecting First Article, Production Lot Testing, and Periodic Sampling Tests data for analytical purposes (both positive and negative). Also an aid in determining a supplier's performance and/or responsiveness.

<u>Field</u>	<u>Definition</u>
Reporting Act.	DODAAC of the activity entering/providing the test report to the PDREP system.
Serial Number	PDREP application will assign a serial number (6 positions) for each Test Report. Record this number on the hard copy document for future reference.
CAGE Code	CAGE code of the contractor referenced by Test Report. (5 positions)
FSC	The FSC code for commodity referenced by Test Report. Do not use FSC "0000". (4 positions each)
Issue Date	Date the Test was conducted. (DD-MMM-YY)
Test Type Code	Code from Test Type Table indicating the type of Test Report. (2 positions)
Final	Code from Material Disposition Table indicating the results of the

Disposition	Test Report. (2 positions)
Contract Number	Contract or solicitation number followed by the order number, if known, associated with the Test Report. Omit dashes and spaces. (17 positions)
Satisfactory Results Ind.	Enter "Y" (yes) if test met the requirements or "N" (no) if corrective action was required. (1 position)
Narrative	Brief narrative detailing the content of the Test Reportsource document.

**3.2.16. WAIVER/DEVIATIONS.** An aid in determining a contractor's performance and as a tool for determining problems with specifications/products. DLA will forward Class I Waivers/Deviations on DLA administered Navy contracts to the PDREP database. Processing of requests for non-conforming material shall be in accordance with the requirements prescribed in MIL-STD-973 (17 Apr 92) or as previously authorized and approved.

<u>Field</u>	<u>Definition</u>
CAGE Code	CAGE code of contractor referenced by the WAD (block 4b of DD-1694). (5 positions)
Serial Number	Waiver/Deviation number assigned (block 4d DD-1694). (10 positions)
FSC	The FSC code for the commodity referenced by the Waiver/Deviation. Do not use FSC "0000". (4 positions each)
Reporting Act.	DODAAC of the activity entering the record onto PDREP.
Technical Act.	DODAAC identifying the activity, other than the procuring activity, who provided technical guidance on the WAD determination. (6 positions)
Issue Date	Date the form was prepared (top of DD-1694). (DD-MMM-YY)
Classification	Enter "1" for a major or "2" (block 3 of DD-1694) for a minor type WAD. (1 position)
Contract Number	Contract number associated with the WAD (10 of DD-1694). Omit dashes and spaces. (17 positions)
Action Date	Date the WAD was signed off by the final approving activity (bottom right hand side of DD-1694). (DD-MMM-YY)

PCO Action	Enter "A" if PCO approved WAD, "D" if PCO disapproved (block 26b of DD-1694). (1 position)
PCO Disapprvl. Code	PCO disapproved WAD, code from WAD Disapproval Code Table that best describes why WAD was disapproved. (2 positions)
Recurring Ind.	Enter "Y" (yes) or "N" (no) to signify this is a recurring type WAD (block 18 of DD-1694). (1 position)

**3.3. ACCESSING PDREP.** Establish the purpose of the session. Prior planning, as to the desired information to be retrieved and a review of the program run procedures, will save on both telephone and computer usage costs. Most users will access PDREP by double clicking on the PDREP ICON, other users may be required to type "PDREP" from their root directory. Once telephone contact is established a steady tone may be audible, depending on the type of telecommunications configuration in use. Internet users will see the "Log On" screen appear when connection is made. The user must now pass through a "sign-on" procedure in order to access the PDREP report system.

**3.3.1. SIGN-ON PROCEDURE.** To sign-on to the PDREP system you will need to enter your User Id and password assigned by NAVSEALOGCENDET PTSMH. When the sign-on screen displays, enter the following information:

<b>USER ID:</b>	(usually initial of first name, first 4 letters of last name)
<b>PASSWORD:</b>	(5-8 characters long - no special characters)

If the user enters a non-valid User Id/password combination, they are notified of the error. If a valid combination is entered, access is granted to the PDREP system and a welcome screen appears with the user's name on it and a warning message. This welcome screen will display for a few seconds and then the PDREP Main Menu will display. At this point you are ready to access the PDREP report system.

**3.3.2. SIGN-OFF PROCEDURE.** To log-off the PDREP system from the Main Menu window, simply single click on the Exit button on the toolbar.

### **3.4. SCREEN FEATURES**

**3.4.1. GENERAL INFORMATION.** The PDREP system utilizes many of the same features as WINDOWS. This section is designed to assist the user in understanding the special WINDOWS features as applied to the PDREP system

**3.4.2. DOUBLE CLICKING.** This feature allows a user to close a window, access the PDREP ICON, delete entries from an add box, and view a record selected in the Search function.



**3.4.3. ICON.** An ICON is a visual symbol that represents a particular application. The user can select an ICON (example, activating PDREP) by moving the arrow to the ICON and double-clicking.

**3.4.4. TOOL BAR.** A Tool Bar contains buttons that are pictorial representations of various types of functions available on a menu/screen. The difference between an ICON and a Tool Bar button is that a Tool Bar button requires a single-click on the picture instead of a double-click. Only Tool Bar buttons that you have access to will be displayed in color, others will be solid gray. The following is the Main Menu Tool Bar:



**REPORTS** Allows selection of the report that the user wishes to run (Ad-Hoc, User, Metric, Management or Special).

**SEARCH** Allows users to locate records in the PDREP database by CAGE, DODAAC, or FSC for a particular time frame.

**VIEW** Allows users to browse an individual record in the PDREP database. In order to view a record, the user must know the unique identifier (usually the serial number).

**ON-LINE** Allows authorized users to add, modify or delete their activity's PDREP data records directly on the PDREP database.

**EXTRACT** Allows NOVICE Mechanicsburg and NAVSEALOG personnel, who have been granted access, to download data for a special program.

**BATCH** Allows users to load specific data formats into the PDREP application.

**HELP** Allows the user to obtain information relating to PDREP. The Help window provides brief descriptions of reports and report qualifiers. Select help when information related to the highlighted item is desired. The information will appear in a pop-up window.

**EXIT** Allows users to **EXIT** the PDREP application.

### 3.4.5. QUALIFIERS

**3.4.5.1. MANDATORY VERSUS OPTIONAL INPUT.** Mandatory entries are displayed in upper and lower case letters. These parameters must contain valid entries before a user can

build a report. The optional entries are surrounded by parenthesis. Optional qualifiers are not required before building a report.

**3.4.5.2. RADIO BUTTONS.** A radio button is a round button used on the qualifier screens. Radio buttons represent a mandatory field where a user selection must be made. The user can select only one radio button qualifier. The user moves the arrow with the mouse then clicks with the left button on the item to be included in the report. A dot will appear in the selection chosen. In re-selecting a qualifier, simply select another item and click the left button of the mouse on the new item. The new selection will now contain the dot in the circle.

**3.4.5.3. CHECK BOXES.** A check box is a square button used on the qualifier screens. Check boxes represent an optional field where a user can make multiple selections, or none at all. If no selection is made, the report will contain ALL data without utilizing the qualifier. The user simply moves the arrow with the mouse to the desired box, clicks the left button and an 'X' is placed in the box.

**3.4.5.4. ADDING QUALIFIERS.** Any time you see an "ADD" button, it means you are able to add multiple parameters for the qualifier. To add multiple entries, the user must type in the selection and then press the **ADD** button. Since the display box is limited in size, only a specified number of entries can be displayed at one time. If a user enters more fields than can be displayed, arrows will appear on the box allowing users to scroll through the entries. If a user discovers an error in an entry, or makes an incorrect selection, double-click on the erroneous entry and it will then be deleted from the list.

**3.4.5.5. ENTERING DATES.** One of the most common qualifier selections is to enter dates. All dates in the PDREP system are entered in the same format. The dates are in 2 digit day, 3 character month and 2 digit year format (e.g., 04-AUG-94). First enter the 2 digit day, it must be a valid number between 1 and 31. The cursor will automatically move to the month position. Type the first three letters of the month, the cursor automatically moves to the year position. The 2 digit year must be a valid number and cannot be greater than the current year.

**3.4.6. CHANGE PASSWORD.** When a user first receives access to the PDREP system a password will be provided. This password should be changed periodically in order to assure system security. Passwords must be five positions, but no more than eight (alpha-numeric characters only). To change your password, select Change Password from the drop down menu under File on the Main Menu. User must then enter current password, new password, and retype the new password. Once a password has been changed, use the new password you entered.

**3.4.7. CUSTOMER FEEDBACK.** The first time a user exits PDREP version 3.0, a customer feedback screen will appear. At this point, the user has the option to display this screen every time they exit PDREP. If a user does not wish to see this screen every time they exit PDREP, deselect the check box stating "Display this screen at logout." If this option is deselected, you still have access to the Customer Feedback screen by selecting Feedback under the File option on the Main Menu.

**3.4.8. REPORT SELECTION.** To select a report the user must be signed onto the PDREP system. The user must click on the tool bar button marked REPORTS. Next, from the drop down box select the report type you wish to run by a single click. There are five types of reports which can be generated from the PDREP system.

<b>Ad-Hoc:</b>	Allows a user the flexibility of creating a report layout with any data qualifiers they desire.
<b>User:</b>	Pre-formatted canned reports from which a user can select and then generate by entering specific qualifiers.
<b>Metrics:</b>	Provides graphical representations of data.
<b>Management:</b>	Allows the user to view the system as a whole.
<b>Special:</b>	Designed for a specific activity.

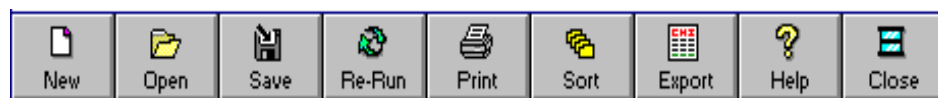
### 3.5. AD-HOC REPORTS

**3.5.1. OVERVIEW:** One of the most exciting aspects of the PDREP system is the Ad-Hoc capability, allowing the user to query the database using self-created routines and to save and retrieve those routines.. Ad-Hoc is activated by selecting Ad-Hoc Report from the Reports menu. Before initiating an Ad-Hoc report, it is extremely important to complete the following steps:

- Determine the record type.
- Decide the data elements to be displayed in the report.
- Determine the format of the output.
- Determine how the report will be qualified.
- Determine what fields and in what order the report will be sorted.

**3.5.2. REPORT SELECTION.** To select an Ad-Hoc Report, the user must be signed onto the PDREP system. The user then clicks on the tool bar button marked REPORTS, then selects (by a single click) Ad-Hoc from the drop down menu.

**3.5.3. TOOL BAR.** Once Ad-Hoc Report has been selected from the Main Menu, the Ad-Hoc Tool Bar will appear:



**NEW** Allows the user to enter new qualifiers for the report just built.

**OPEN** Allows a user to open a previously saved Ad-Hoc report. Once the Open button is activated, a screen appears containing a list of all saved reports from which the user can select the one they wish to open.

**SAVE** Allows the user to save a query after the user has created and built an Ad-Hoc report. Once the save button is activated the user can enter comments (up to 80 characters) on the report. Do not enter a report name because the system will default to the report title the user provided.

**RERUN** Appears only after a query with an argument has been built. This button allows the user to run the same Ad-Hoc query again, so the user can change the argument variable, creating new output.

**PRINT** Allows users to print a PDREP report. This particular function should be used after a report has been built and when the user wants to print the report on a local printer.

**SORT** Allows the user to sort a report after it has been built.

**EXPORT** Allows the user to extract data from a generated report and import it into software supporting DAT format. Data is formatted into columns. The extract file layout is field name, field length, start column position, and end column position. The user can move columns around by a click and drag method.

**HELP** Allows the user to access **HELP CONTENTS**.

**CLOSE** Allows the user to close the window and to return to the Main Menu. This will not exit the user from the PDREP application.

### **3.5.4. QUALIFIERS.**

#### **3.5.4.1. REPORT TYPE: (MANDATORY)**

You must select one of the following three output report styles:

**TABULAR:** Output will be displayed in horizontal columns. Column headings will be the data field names selected. The report should not be longer than 80 characters. The default between columns is 3 spaces.

**FORM:** Output will be displayed in vertical columns. Row headers will be the data field names selected. Between each record there will be a blank line. This report is usually used if the user wants to display a narrative. If a narrative (long field) data element is selected, it will always display as the last data element.

**COUNT:** Displays the number of records that meet the selection criteria.

#### **3.5.4.2. RECORD TYPES: (MANDATORY)**

User must select the record that they wish to query, by single clicking on the record that appears on the left hand side of the Ad-Hoc screen. Once selected, the data elements for that record will display to the right of the record types column.

#### **3.5.4.3. REPORT TITLE:** (Optional)

This should be a unique title that provides a summary of the report being created, and a maximum of 80 characters long. It is advisable to include the record type being queried in the report title. Output for all reports will include the standard PDREP first line header and the run date as well as the unique report title on all pages. If this option is left blank, the computer will use the Record Type as a title for the report.

**3.5.4.4. AD-HOC TABS.** Once a record type has been selected, a screen will appear with the following tabs:



##### **3.5.4.4.1. DATA ELEMENTS:** (Conditional Mandatory)

In order to create a query that will be useful and informative and that contains the information the user wants, the user must be very familiar with the data elements. To assist you in query development, all data fields are contained in Appendix B. A list of data elements, as well as the type of field, for the record type selected will be displayed when this tab is activated. Elements **must** be selected in the order they are to be displayed on a Tabular or Form type report (except narratives). To select a data element, single click. You must select at least one data element if you are using a Tabular or Form type report. At least one data element must be selected if you are using a Where clause. Any non-asterisk data element that is to be used in a Where clause must also be selected.

**3.5.4.4.2. ARGUMENTS** (Optional): Select this criteria option to create variable data parameters to be used in a **Where** Clause. The user enters a unique prompt in the Name box. The data type (String, Date, Number or In-put file) must be selected. Any master record field (denoted by an asterisk) and any selected non-master field can be used for creating an argument.

**Arguments in the Where clause.** After entries have been made in the NAME box, the user must go to the **WHERE** screen. The user selects a data element as EXPRESSION 1 and an Operator. EXPRESSION 2 will contain the Argument which is selected from the Argument drop down box. After building the first query containing Arguments, to run the report again with a new value for the argument, click on the RERUN button that will appear in the tool bar. The user will be prompted for the variable. When entering Values, **donot** use quotes. Date field format is DDMMYY.

**NOTE:** The argument value is not shown in the report so it is a good idea to use a report where the value is displayed.

**3.5.4.4.3. WHERE (Optional):** A where clause defines the report using the logical expression and a value selected by the user. The where clause is made up of the following parts:

**EXPRESSION 1:** This field **must** be a data element from the record type being queried. Position the cursor in the **Expression 1** box, click the mouse, then highlight and click on the data element for the **Where Clause**.

**OPERATORS:** The following operators are available to qualify selected data elements:

Symbol	Locates records that are:
=	An exact match for criteria entered in expression 2.
<>	Not an exact match for criteria entered in expression 2.
<	Less than the qualifier entered. Doesn't include the qualifier used in expression 2.
<=	Less than or equal to the qualifier. <u>Does</u> include the qualifier used in expression 2.
>	Greater than the qualifier. Doesn't include the qualifier in expression 2.
>=	Greater than or equal to the qualifier. <u>Does</u> include the qualifier used in expression 2.
IN	An exact match for criteria entered in expression 2. Used to enter multiple qualifiers (implied or with an equal statement).
NOT IN	Not an exact match for criteria entered in expression 2. Used to eliminate multiple qualifiers (implied or with a not equal statement).
BETWEEN	Within a user specified range.
IS NOT NULL	Contains data in the field (not empty field).
IS NULL	Does NOT contain data in the field (empty field). Number fields may contain zero data and not be considered null!)
LIKE	Begin with selected criteria or contain the selected criteria anywhere in the field. Examples follow:
'A%'	Selects data elements beginning with the letter A.
'%A'	Selects data elements ending with the letter A.
'%A%'	Selects data element containing the letter A in any position.
'_A%'	Selects data elements containing the letter A in the 2nd position. Note: The underscore is a place holder.

**EXPRESSION 2:** This is a user entered field. Position cursor in **Expression 2** field, click the mouse and then type the value. Created Arguments may also be entered into this field. If using an Argument, click on **Expression 2**, then click on the arrow in the expression2 box, any argument variables the user created will appear in a drop down box. Simply click on the desired argument variable and it will appear in the Expression 2 box.

**LOGICALS:** Allow the user to create 7 additional clauses by selecting **AND** or the **OR** logical options. Allows the user to select multiple clauses. If the user selects **AND**, all of the conditions must be met before the record is selected for display or count.

The user can use the **IN** or **NOT IN** Operators in combination with the **AND** logical.

**OR :** Allows the user to select multiple clauses. The user can select up to 8 clauses. If the user selects **OR**, it is an independent clause. Clauses prior to an 'OR' clause are not taken into consideration when counting or displaying records meeting qualifiers selected by the user.

**AND/OR:** Allows the user to select multiple clauses. The user can select up to 8 clauses using a combination of **AND** and **OR** logicals. If the user selects a combination of **ANDs** and **ORs**, it is important to understand that each time the computer locates an **OR**, it ignores the previous **ANDs**. The user may get a false count if there is not a clear understanding of **ORs**.

**3.5.4.4.4 SORT (Optional):** Sort tab will only appear if you have selected a Tabular and Form type report. Once **SORT** is selected, only the data elements chosen to be displayed in the report will appear in the Data Element pick box. The report may be sorted on 8 multiple fields. The first field selected is the Primary **SORT** field. All other fields will be sorted in the order selected within the Primary **SORT** field. Select only one field at a time. Then select either **ASCENDING** or **DESCENDING** order. The default is ascending order.

**3.5.4.4.5. GROUP (Optional):** The Group option works with Tabular type reports and allows the user to group the report by data element. When group is selected, all the data elements that will display in the report are listed in the Data Element pick box. Select the data element by which the report will be grouped. Then select whether the data will be grouped on a new page or with blank lines in between groups. Counts can also be requested to display in the report. If counts are requested, a sub-total will appear after each group, and a report total will display at the end of the report.

**3.5.5. BUTTONS USED IN WHERE, SORT AND GROUP.** The following buttons appear on the upper right hand portion of the Ad-Hoc screen and can be used in the where, sort, and group clause:



Adds a new clause at the end of your clauses.

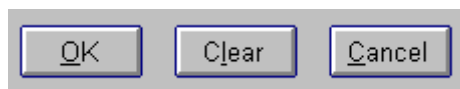


Deletes the clause where the cursor (hand) is located.



Inserts a clause above where the cursor (hand) is located.

**3.5.6. BUILD QUERY.** Once you have selected your report type, record type, data elements and any arguments, where, sort, or group clause needed to create your report you may select one of the following buttons:



**OK:** Builds your query. This function should not be performed until all qualifiers have been selected.

**CLEAR:** Clears all data elements selected, and all argument, where, sort and group clauses.

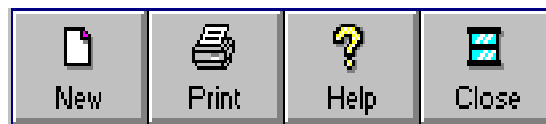
**CANCEL:** Exits the report. The user will still be on the Ad-Hoc menu from which they may select Close to return to the Main Menu.

### 3.6. USER REPORTS

User Reports provide information in the PDREP system by contractor, Federal Supply Classification/Federal Services Code (FSC), Reporting Activity, and/or SYSCOM. This chapter contains report descriptions and qualifiers for all of the User Reports. Once you have signed onto the PDREP system, to generate any user report, select the Reports tool bar button from the Main Menu, then select User from the drop down box.

**REPORT GENERATION.** Once the mandatory and optional qualifier(s) have been entered, select the OK button to generate the report or the CANCEL button to cancel all entered qualifiers.

**TOOL BAR:** The Tool Bar for all reports except Ad-Hoc is as follows:



**NEW:** Used to enter new qualifiers for the report just built.

**PRINT:** This particular function should be used after a report has been executed and when the user wants to print the report on a local printer.

**HELP:** Provides access to **HELP CONTENTS**.

**CLOSE:** Closes the current window and returns user to the MAIN MENU. This will not exit the user from the PDREP application.

**3.6.1. CONTRACTOR CAGE/NAME INFORMATION:** Program searches for a contractor, based on a CAGE code or partial name. Resultant output lists record information data and total reports for various records on the database for the contractors who meet the search criteria. **QUALIFIERS:** You must select either a CAGE Code or a Contractor's Name:

**CAGE CODE:**



Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape).

**CONTRACTOR NAME:**

Name of the company as reported in the DLA Category Handbook H4/H8 for the contractor.

**STATE CODE:** (Optional)

A two character abbreviation of the state name.

**3.6.2. MIR:** Lists Material Inspection Records (MIRs) for a particular contractor within a selected date range. User also has the option to further qualify the report by selecting a specific Reporting DODAAC, SYSCOM, CAGE, and Federal Supply Classification/Federal Service Code (FSC). **QUALIFIERS:**

**INSPECTION DATES:** (Mandatory)

Date range you want included in the report. The date fields represent material inspection dates.

**SYSCOMs:** (Optional)

One of the Naval Systems Commands:

NAVAIR	Naval Air Systems Command
NAVFAC	Naval Facility Systems Command
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
SPAWAR	Space and Warfare Systems Command

**REPORTING DODAAC:** (Optional)

Department of Defense Activity Address Code (DODAAC) of the reporting activity.

**CAGE:** (Mandatory)

Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape).

**FSC:** (Optional)

A four position Federal Supply Classification/Federal Service Code (FSC) code, from the FSC Indexes Cataloging Handbook H2.

**3.6.3. POINT OF CONTACT REPORT:** Provides an alphabetical listing of points of contact and phone numbers for NSLCDET PTSMH personnel and program field activities and coordinators. **QUALIFIERS:**

**POINT OF CONTACT** (Must be selected if LABELS is not)

If labels is selected the qualifier window changes and the following qualifiers appear:

**LABEL TYPE** (Mandatory)

Select the type of labels you wish to produce:

**CEDES:** Persons using the PC based Contractor Evaluation Data Entry System (CEDES) for inputting records into the PDREP database.

**PDREP:** Persons who have a User Id and access to the PDREP database.

**POC:** All persons in the point of contact database.

**RYG:** Persons currently using Red/Yellow/Green.

**3.6.4. PROFILE:** Produces a summary report listing all PDREP records for a particular contractor, time frame and FSC. **QUALIFIERS:**

**DATE RANGE/CAGE(s)**

**END DATE:** (Mandatory)

Enter the end date for the data to be covered in the report. After an end date has been entered, you must decide if you want a one, two, or three year profile report.

**FOR:** (Mandatory)

Select whether the report should be for a one, two, or three year time period. System default is two years.

**CAGE:** (Mandatory)

Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape). Multiple entries are allowed.

**FSC:** (Optional)

A four position Federal Supply Classification/Federal Service Code (FSC), from the FSC Indexes Cataloging Handbook H2. If a report is desired on all FSCs, leave the FSC block empty. Hit the Add button to add CAGE/FSC combinations.

**SYSCOM/DODAAC.** The user may further wish to qualify their report by receiving information on one or more SYSCOMs or one or more Reporting Activity DODAAC(s). To select this option, simply click on the tab marked (SYSCOM/DODAAC) and the following qualifiers appear:

**SYSCOMS:** (Optional)

One of the Naval Systems Commands:

NAVAIR	Naval Air Systems Command
NAVFAC	Naval Facility Systems Command
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
SPAWAR	Space and Warfare Systems Command

**REPORTING DODAAC:** (Optional)

Department of Defense Activity Address Code (DODAAC) of the reporting activity.

**DETAILS.** The user may further wish to qualify their report by selecting Nuclear or Non-Nuclear information only, selecting to display a material level breakout and/or narratives, or by loading a CAGE-FSC file. To select this option, simply click on the tab marked (Details).

**MIR/QDR DATA TYPES:** (Optional)

You may enter whether you want a profile containing Nuclear or Non-Nuclear data only.

**MATERIAL LEVEL SUMMARY:** (Optional)

If this box is checked, the report will contain a material level breakout for Material Inspection Records.

**NARRATIVES:** (Optional)

If this box is checked, the report will contain narratives for Product Quality Deficiency Reports (PQDRs), Survey, Special Quality Data, and Bulletin Records.

**LOAD CAGE-FSCs FROM FILE:** (Optional)

Inputs CAGE-FSCs from a TXT file, any editor. FORMAT for the LOAD CAGE-FSC format is CAGE CODE,FSC. If all FSCs are requested, simply have CAGE Code on a line.

EXAMPLE: 71905,4730  
93562,4820  
3B558 (for ALL FSCs)

**3.6.5. PQDR DETAIL:** Report includes all pertinent Product Quality Deficiency Report (PQDR) information for the entered Report Control Number (RCN) as reported in Block 3 of the SF-368. If the entered RCN does not exist the user is notified and allowed to enter another RCN.  
**QUALIFIERS:**

**REPORT CONTROL NUMBER** (Mandatory)

The Report Control Number (RCN) is the unique identifier of a PQDR. The RCN is made up of the following :

**RCN ACTIVITY :** Department of Defense Activity Address Code (DODAAC) of the reporting activity.

**RCN YEAR :** The year the report was prepared.

**RCN SERIAL NUMBER :** The serial number of the RCN as assigned by the reporting activity.

**RCN SEQUENCE CODE:** A code to enable splitting out PQDRs that were originally written for multiple deficient items.

**3.6.6. PQDR SUMMARY:** Displays a partial PQDR record. The following fields will be displayed: Report Control Number, Preparation Date, Originator, Screening Point, Action Point, Support Point, CAGE, Cause, Defect Attribute, National Stock Number, Serial Number, Status, Description of Deficiency and Investigation Results.

**QUALIFIERS:**

**DATE RANGE QUALIFIERS:** (Mandatory - At least ONE)

**PREPARATION DATE:** The date the report was signed and forwarded to the Screening or Action point.

**CLOSED DATE:** The date of the letter/phone call indicating when the deficiency report was closed (notification of resolution of the deficiency and corrective action to prevent recurrence is in place) by the appropriate Screening Point or Originator.

**ACTIVITIES:** If the user wishes, they may further qualify their report by determining the DODAAC or Report Activity Group Type for the Originator, Action Point, Screening Point, Support Point, or Contract awarding Activity. Single click on the (Activities) tab, and the following qualifiers will appear:

**ORIGINATING:** The government activity that found the deficiency and initiated the Product Quality Deficiency Report.

**ACTION:** The government activity responsible for the investigation and resolution of the deficiency.

**SCREENING:** The activity who will perform the screening point responsibilities: determine Action Point, establish distribution, monitor report status and evaluate and process responses. The Screening Point will review for proper categorization, validity, completeness and accuracy of data entries and resolve any disagreement. Recommend if investigation is in order or if the PQDR should be processed for information.

**SUPPORT:** The activity assisting the Action Point (when requested) by conducting and providing results of a special analysis or investigation pertinent to the correction and prevention of a reported product deficiency.

**CONTRACT:** The activity who awarded the contract (the first six digits of the contract number).

**CAGE/STATUS:** The user may further wish to qualify their report by one or more CAGE Codes or one or more Status Codes. To select this option, simply single click on the tab marked (CAGE/Status).

**CAGE CODES:** (Optional)

Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape).

**STATUS CODES:** (Optional)

A drop down box will appear containing all the PQDR Status codes which indicate the current status of the investigation. Choose as many different status codes you wish your report to include.

**CONTRACT:** The user may further wish to qualify their report by one or more Contract Numbers. To select this option, simply single click on the tab marked (Contract):

**CONTRACT NUMBER:** (Optional)

The Contract Number is comprised of the following:

Contract Activity: DODAAC of activity initiating the contract.

Contract Serial Number: The underlying contract serial number of the contract assigned by the contract issuing activity. The field includes the contract activity, serial number, order number, contract type designator and a four position serial number.

Contract Order Number: Order number is for blanket purchase agreements and basic ordering agreements.

**NSN:** The user may further wish to qualify their report by receiving information on one or more National Stock Numbers (NSNs). To select this option, simply single click on the tab marked (NSN):

**NSN:** (Optional)

May query on any parts of the National Stock Number. The National Stock Number is comprised of the following fields:

**COG** - A two character alphanumeric cognizant code used to identify and designate the Inventory Control Point office or agency which exercises supply management. The first position is numeric and identifies the stores account. The entire code identifies the combined technical bureau/command

and inventory manager having jurisdiction over the item.

**FSC CODE** - A four position Federal Supply Classification/Federal Service Code (FSC), from the FSC indexes Cataloging Handbook H2.

**NIIN** - National Item Identification Number for the item.

**SMIC** - Special Material Identification Code for a special material application.

**DETAILS:** The user may further wish to qualify their report by receiving information for one Category, one or more SYSCOMs, or for Nuclear or Non-Nuclear material only. To select this option, simply single click on the tab marked (Details):

**CATEGORY:** (Optional)

A number indicating the type of deficiency report that was issued.

A “1” represents Category 1 PQDRs and a “2” represents Category 2 PQDRs.

**SYSCOM :** (Optional)

A code indicating the SYSCOM responsible for entering the PQDR

into PDREP: (01) NAVSEA, (02) NAVAIR, (03) SPAWAR, (04) NAVFAC, and (05) NAVSUP.

**MATERIAL TYPE:** (Optional)

Select the Nuclear box if you wish your report to contain only Nuclear application reports.

Select Non-Nuclear is you wish your report to contain only Non-Nuclear information.

NOTE: Applies to NAVSEA reports only. To obtain all information, leave both boxes unchecked.

**3.6.7. RED/YELLOW/GREEN:** Displays a report by FSC or contracting DODAAC listing the contractor's current RYG Classification: Red (high risk), Yellow (moderate risk) or Green (low or no known risk). Classification designates the Navy's risk of receiving a non conforming product or late delivery based on past performance data. User can qualify the report by Contracting DODAAC, FSC or COLOR. **QUALIFIERS:**

**FSCs:** (Mandatory if Contract DODAAC is blank)

A four position Federal Supply Classification/Federal Service Code (FSC), from the FSC Indexes Cataloging Handbook H2.

**CONTRACT DODAAC:** (Mandatory if FSC is blank)

Report uses the DODAAC listed in the contract number field (first 6 positions) to determine which classifications to display. When there's a match, report will contain classifications for these contracts and FSCs.

**CLASSIFICATION:** (Optional)

The user can select to view Red, Yellow, and/or Green classifications only.

**SORT OPTION:** (Mandatory)

The user can select how they wish to have their output sorted:

<u>OPTION</u>	<u>SORT ORDER</u>
Name	Name/CAGE/FSC
CAGE Code	CAGE/FSC
FSC	FSC/Contractors Name
Color	Color/Name/CAGE

**3.6.8. SURVEYS:** A report listing all surveys conducted at a specified contractor's facility within a specified time frame. The report may be further qualified by selecting surveys associated with a particular reporting activity. **QUALIFIERS:**

**COMPLETION DATE RANGE:** (Mandatory)

Report will display records added to the PDREP database that were conducted between the start and end dates entered.

**REPORTING DODAAC:** (Optional)

Department of Defense Activity Address Code (DODAAC) of the reporting activity.

**CAGE CODE:** (Mandatory)

Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape).

### **3.7. METRIC REPORTS**

Metric reports provide graphical representation of data in the PDREP system. This chapter contains report descriptions and qualifiers for all of the Metric Reports. Once you have signed onto the PDREP system, to generate any metric report select Metric from the drop down box that appears when you click on the Reports tool bar button from the Main Menu.

WARNING: Metric reports can take up to 30 minutes to execute!

**3.7.1. ALL RECORDS-METRIC.** This report provides a bar graph showing the number of Material Inspection Records (MIRs), Quality Deficiency Reports (QDRs), Surveys, Special Quality Data, Test Reports, and Waiver/Deviations added to the PDREP Database by the specified Reporting Activity DODAAC(s). **QUALIFIERS:**

**ADD DATES:** (Mandatory)

Report will use records that have been added to the PDREP database between the user specified Record Add Start Date and Record Add End Date.

**DODAAC:** (Mandatory - at least one entry)

The Department of Defense Activity Address Code (DODAAC) for activity who submitted the data to the PDREP database. User can enter multiple DODAACs. After entering a DODAAC use the ADD button to include the DODAAC in the selected DODAACs field.

**3.7.2. MIR TOTALS BY YEAR:** The number of MIRs that each SYSCOM, or only those selected, generated between 1992-1997. **QUALIFIERS:**

**SYSCOMs:** (Optional)

The SYSCOM responsible for entering the MIR into PDREP.

Program default is ALL SYSCOMs.

**3.7.3. PDREP CES/RYG COST AVOIDANCE:** This represents a comparison of the dollar value of material inspected and rejected using the pre-RYG reject rate and current reject rates subsequent to implementation of RYG. If you select this report from the Metric Report Menu, the report will automatically execute (no qualifier screen will be displayed).

**3.7.4. PDREP DEFECT ANALYSIS.** Provides the defect rate for Stock System and CES/RYG procured materials that have been subjected to technical inspections. Calculations based on lots rejected from total lots received. **QUALIFIERS:**

**TYPE** (Mandatory - at least one)

**TIME FRAME**

Produces a report that contains information for each fiscal year quarter of the current year and a total for the three fiscal years.

**ACTIVITIES:** If activities is selected from the menu, the following qualifiers will appear:

**DODAAC(s)** (Mandatory - at least one if ACTIVITIES is selected).

The Department of Defense Address Code for the activities that participated in Red/Yellow/Green that you wish information on.

**FSCs:** If FSCs is selected from the menu, the following qualifiers will appear:

**FSCs** (Mandatory - at least one if FSCs is selected).

The Federal Supply Classification or Federal Service Code on which you which to built your report.

**3.7.5. PDREP RYG ACTIVITY.** Provides the number of RYG activities that submitted RYG award data and the total number of RYG procurements, along with the dollar value of those procurements. Following lists the report qualifiers:

**TYPE** (Mandatory - at least one)

**# ACTIVITIES**



Produces a report that contains the number of activities currently using RYG.

**\$ PROCURED**

Produces a report that contains the dollar values for the awards made under RYG.

**# PROCUREMENTS**

Produces a report that contains the number of procurements made under RYG.

**3.7.6. PDREP UTILIZATION.** This report allows the user to query the database and produce a report containing a graphical representation of the number of Users, the number of Activities those user represent, or the number of individual Records on the PDREP database. If you select this from the Metric Report Menu, the following qualifiers will appear:

**TYPE** (Mandatory - at least one)

**USERS**

Produces a report that contains the total number of users of the PDREP system.

**ACTIVITIES**

Produces a report that contains the total number of activities accessing PDREP.

**RECORDS**

Produces a report that contains the total number records on the PDREP database.

**3.7.7. PQDR AVERAGE CLOSING TIMES:** The average number of days each SYSCOM uses to process a PQDR from origination to closing. **QUALIFIERS:**

**SYSCOMs:** (Optional)

The SYSCOM responsible for entering the PQDR into PDREP.  
Program default is ALL SYSCOMs.

**3.7.8. PQDR STATISTICS:** The report displays in a bar chart the number of Closed, Open, and Total PQDRs by SYSCOM found in the PDREP database. **QUALIFIERS:**

**SYSCOMs:** (Optional)

The SYSCOM responsible for entering the PQDR into PDREP.  
Program default is ALL SYSCOMs.

**3.7.9. PQDR TOTALS BY YEAR:** The number of PQDRs that each SYSCOM generated between a full five calendar year time period. **QUALIFIERS:**

**SYSCOMs:** (Optional)

The SYSCOM responsible for entering the PQDR into PDREP.  
Program default is ALL SYSCOMs.

**3.7.10. TOTAL PDREP RECORDS:** Provides the number of MIRs, PQDRs, and other records in the PDREP database. The report also includes a total count.

**QUALIFIERS:**

**ADD DATES:** (Mandatory)

Report will use records that have been added to the PDREP database between the user specified Record Add Start Date and Record Add End Date.

**3.8. MANAGEMENT REPORTS NON GRAPHIC**

Management Reports provide information on the entire PDREP system by SYSCOM. This chapter contains report descriptions and qualifiers for all of the Management Reports. Once you have signed onto the system, to generate any management report select the Reports tool bar button from the Main Menu. Next select Management from the drop down box.

**3.8.1. ALL RECORDS BY REPORTING ACTIVITY.** This report provides the counts of Material Inspection Records (MIRs), Product Quality Deficiency Reports (PQDRs), Surveys, Special Quality Data, Test Reports, and Waiver/Deviations added to the PDREP Database by the specified Reporting Activity DODAAC(s). A Material Level Breakout of MIRs, PQDRs, and Surveys can also be displayed. **QUALIFIERS:**

**ADD DATES:** (Mandatory)

Report will use records that have been added to the PDREP database between the user specified Record Add Start Date and Record Add End Date.

**DODAAC:** (Mandatory - at least one entry)

Department of Defense Activity Address Code (DODAAC) for the activity who submitted the data to the PDREP database. User can enter multiple DODAACs. After entering a DODAAC use the ADD button to include the DODAAC in the selected DODAACs field.

**MATERIAL LEVEL BREAKOUT:** (Mandatory)

Check whether or not you want a material level breakout for MIR, PQDR, and survey records.

**3.8.2. PQDR AVERAGE PROCESSING TIMES.** This report shows how long PQDRs remain open from the time the deficiency was discovered to closure, based on the user specified data range(s). All Management PQDR reports have the same six qualifier screens. In order to reduce repetitiveness, the screens will be displayed in this section for the PQDR screens. If you select "PQDR Average Processing Times", "PQDR Statistics", or "PQDR Tally" the following qualifier screens appear:

**DATE RANGE QUALIFIERS:** (Mandatory - Select at least one)

**PREPARATION DATE**

The date the report was signed and forwarded to the screening or action point.

**CLOSED DATE**

The date of the letter/phone call indicating when the deficiency report was closed (notification of resolution of the deficiency and corrective action to prevent recurrence is in place) by the appropriate Screening Point or Originator.

**ADDED DATE**

Date the record was added to the PDREP system. Option only displays on the PQDR Statistics and PQDR Tally reports.

**ACTIVITIES:** If the user wishes, they may further qualify their report by determining the DODAAC or Report Activity Group Type for the Originator, Action Point, Screening Point, Support Point, or Contract awarding Activity.

<b>ORIGINATING:</b>	Activity which found the deficiency and issued the PQDR.
<b>ACTION:</b>	Activity responsible for the investigation and resolution of the deficiency.
<b>SCREENING:</b>	Activity performing the screening point responsibilities.
<b>SUPPORT:</b>	Programming activity assisting the Action Point (when requested) by conducting and providing results of a special analysis or investigation pertinent to the correction and prevention of a reported product deficiency.
<b>CONTRACT:</b>	Activity who awarded the contract (the first six digits of the contract number).
<b>DODAAC:</b>	Department of Defense Activity Address Code.
<b>TYPE:</b>	Activity group table for the activity checked.

**CAGE/STATUS:** The user may further wish to qualify their report by one or more CAGE Codes or one or more Status Codes. To select this option, simply single click on the tab marked (CAGE/Status):

**CAGE (Optional):**

Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape).

**STATUS (Optional):**

A drop down box will appear containing all the PQDR Status codes which indicate the current status of the investigation. Choose as many different status codes as you wish to be included in your report.

**CONTRACT.** The user may further wish to qualify their report by entering one or more contract numbers. To select this option, simply click on the tab marked (Contract).

The Contract Number is comprised of the following:

Contract Activity: DODAAC of activity initiating the contract.

Contract Serial  
Number: The underlying contract serial number of the contract assigned by the contract issuing activity. The field includes the year, contract type designator and a four position serial number.

Contract Order Number: Order number is for blanket purchase agreements.

**NATIONAL STOCK NUMBER (NSN):** The user may further wish to qualify their report by entering one or more NSN or parts of an NSN. To select this option, simply single click on the tab marked (NSN) and enter the following:

**NATIONAL STOCK NUMBER (Optional):** Consists of:

**COG** - A two character alphanumeric cognizant code used to identify and designate the inventory Control Point office or agency which exercises supply management. The first position is numeric and identifies the stores account. The entire code identifies the combined technical bureau/command and inventory manager having jurisdiction over the Item.

**FSC CODE** - A four position Federal Supply Classification/Federal Service Code (FSC) code, from the FSC indexes Cataloging Handbook H2.

**NIIN** - National Item Identification Number for the item.

**SMIC** - Designator (Special Material ID Code) for a special material application.

**DETAILS:** The user may further wish to qualify their report by selecting the category, SYSCOMs and/or elect to include Nuclear or Non-Nuclear material to be part of the report. To select this option, simply single click on the tab marked (Details).

**CATEGORY (Optional)**

A number indicating the type of deficiency report that was issued

A “1” represents Category 1 PQDRs and a “2” represents Category 2 PQDRs.

**SYSCOMs (Optional)**

A code indicating the SYSCOM responsible for entering the PQDR into

PDREP and who has cognizance over the material referenced in the PQDR.

**MATERIAL TYPES: (Optional)**

You may enter whether you want a report containing data on Nuclear or Non-Nuclear applications only. Applies to NAVSEA activities only.

**3.8.3. PQDR STATISTICS.** The report displays counts for Government Furnished Material, Non-Government Furnished Material and Total for open and closed PQDRs and breakout or (closed, verified with actions complete PQDRs). See Section 4.7.2 for qualifier screens and definitions.

**3.8.4. PQDR TALLY.** Displays prepared, canceled, closed and open PQDRs for the qualifiers selected. The user must at least enter the preparation date. See Section 4.7.2 for qualifier screens and definitions.

**3.9. SPECIAL REPORTS.** Special Reports provide information in the PDREP system as requested by specific field activities. This chapter contains report descriptions and qualifiers for all of the Special Reports. Once you have signed onto the system, to generate any Special report select the Report tool bar button from the Main Menu. Next select Special from the drop down box.

**3.9.1. AEGIS FAILURE.** Provides a list of SupShip Bath AEGIS Failure Reports, a trend, cost, and number of purges by System, National Stock Number (NSN), or part number for a particular quarter and year. **QUALIFIERS:**

**YEAR (Mandatory)**

Enter the year for which you wish to build your report.

**QUARTER (Mandatory)**

Options are 1,2,3, or 4 for the quarters for the entered year.

**REPORT TYPE (Mandatory)**

Must select report by one of the following: System, NSN, or part name.

**SYSTEM (Mandatory)**

Must select a single system or all systems on which to build the report.

**3.9.2. CIM SPECIFICATION/NSN ANALYSIS.** Controlled Industrial Material (CIM) National Stock Number reports are management summary reports that show overall defect rate by NSN or specification for specific time frame. Information is from the Material Inspection Records (MIRs) received in the PDREP data base.

**QUALIFIERS:**

**REPORT TYPE (Mandatory)**

User must select the type of report they desire. Options are: (1) Specification, (2) National Stock Number, (3) Material Marking by Specification, or (4) Material Marking by NSN. System default is Specification.

**CIM OPTIONS (Optional)**

User can select the CIM fields of interest: CIM Material, NSN, or Specification.

**INSPECTION DATES (Mandatory)**

User must enter a start and end Inspection Date range.

**3.9.3. DLA RED/YELLOW/GREEN.** Displays contractor's current Red and/or Yellow RYG Classifications by Defense Contract Management District (DCMD) or Defense Contract Management Administrative Office (DCMAO). The user can limit the report by DCMD, DCMAO or classification. **QUALIFIERS:**

**STATUS** (Optional)

User can select to view Red and/or Yellow contractors on the report. System default is both Red and Yellow classifications.

**DCMAO** (Optional)

User can select to enter the DODAAC of a single DCMAO or to see all DCMAOs on the report.

**DCMD** (Optional)

User can select a specific DCMD from the drop down box. System default is all DCMDs.

**3.9.4 L1/SS APPROVED ENGINEERING ALTERNATIVE.** The Approved Engineering Alternative (AEA) Program was developed to create a record of any one-time material deviations, waivers, and QDRs approved by NAVSEALOGCEN for LI/SS materials produced under SPCC contracts. This report details records of these approved non-conformances. User can retrieve data by Purchase Referral Key, National Item Identification Number (NIIN), or Contract Number. **QUALIFIERS: (One must be selected)**

**CONTRACT NUMBER:** The Contract Number is comprised of the following:

Contract Activity: DODAAC of activity initiating the contract.

Contract Serial Number: The underlying contract serial number of the contract assigned by the contract issuing activity. The field includes the year, contract type designator and a four position serial number.

Contract Order Number: Order number is for blanket purchase agreements.

**NIIN:** National Item Identification Number for an item.

**PURCHASE REFERRAL SERIAL NUMBER:** Serial number assigned by NAVSEALOG for each purchase referral reported under the Level 1/SubSafe Approved Engineering Alternative Report.

**3.9.5. MIR SAMPLING ATTRIBUTE PLAN.** Reports whether inspections on a specific contractor and FSC should be increased, decreased, or conducted at normal levels. The degree of

inspection is determined by the contractor's past quality history based on lot size and inspection attribute. MIRs calculated must be on N00104 contracts and inspected by N00102, N00221, or N00109 DODAACs. **QUALIFIERS:**

**MIR SERIAL NUMBER:** (MANDATORY)

Unique serial number comprised of the year (2 positions) and a unique reporting activity assigned number (6 positions) being assigned to a new lot undergoing inspection.

**CAGE CODE:** (MANDATORY)

Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape).

**LOT SIZE:** (MANDATORY)

Total number of production units in the lot to be inspected.

**FSC CODE:** (MANDATORY)

A four position Federal Supply Classification/Federal Service Code (FSC), from the FSC Indexes Cataloging Handbook H2.

**3.9.6. MIR LI/SS QUARTERLY REPORT.** Lists Material Inspection Record (MIR) totals by DCMD and DCMAO for all Level I/SubSafe Government Source Inspected MIRs inspected during the specified year and quarter. The user can choose to run a history, summary, or detail report. **QUALIFIERS:**

**REPORT TYPE** (Mandatory)

User must select one of the following report types: Detail, History or Summary.

**YEAR** (Mandatory)

Enter the last two positions of the year that the report is to cover.

**QUARTER** (Mandatory)

Enter the quarter (1-4) that the report is to cover.

**REGION** (Mandatory)

Select from the drop down box the DCMD to be covered by the report.  
System default is ALL.

**3.9.7. NAWC MIR.** Lists Naval Air Warfare Center (NAWC) Indianapolis contractor liable Material Inspection Records within a selected date range for a specific CAGE. A summary section is also included that shows lot and unit reject rates for all activities. The user also has the option to further qualify the report by selecting specific Federal Supply Classifications (FSCs). **QUALIFIERS:**

**CAGE** (Mandatory)

Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape), for the contractor on which the report is to be built.

**INSPECTION DATE** (Mandatory)

End the end date for the report. Format is DD-MMM-YY

**FOR** (Mandatory)

Select one or two years. System default is one year.

**FSCs** (Optional)

Enter as many Federal Supply Classifications (FSCs) as desired to be included in the report. If none are selected, the report will include all FSCs.

**3.10. SEARCH.** SEARCH allows the user to locate records in the PDREP database by CAGE, DODAAC, or FSC for a particular time frame. Search by CAGE Code is the system default. The user must enter the specified search criteria in this box. For example, if CAGE CODE has been selected in the Search By Box (as shown above), the user must enter a valid CAGE CODE in the box. The system default is 1 year from today's date. However, the user can enter any valid date range. After entering desired qualifiers, the following report will appear (with record types that have data in PDREP displaying in a different color):

**RECORD SEARCH**

**RECORDS FOR CAGE: NHQAO**  
**FROM 09-Dec-95 TO 09-Dec-96**

- 0 BULLETINS
- 0 CONTRACTOR ALERT LIST
- 0 GIDEP ALERTS
- 0 MATERIAL INSPECTION RECORD
- 0 METHOD C/D/E
- 0 PURCHASE REFERRALS
- 0 QUALIFIED PRODUCTS LIST
- 0 QUALITY ASSURANCE LETTER 0
- 2 QUALITY DEFICIENCY REPORTS
- 0 SPECIAL QUALITY DATA
- 0 SURVEYS
- 0 TEST REPORTS
- 0 WAIVER/DEVIATIONS

To see the records under a particular record type, double click on the record type and the screen showing individual serial number will be displayed.



RECORD SEARCH	
<b>RECORDS FOR CAGE: NMQAO</b> <b>FROM 09-Dec-95 TO 09-Dec-96</b>	
0	BULLETINS
0	CONTRACTOR ALERT LIST
0	GIDEP ALERTS
0	MATERIAL INSPECTION RECORD
0	METHOD C/D/E
0	PURCHASE REFERRALS
0	QUALIFIED PRODUCTS LIST
0	QUALITY ASSURANCE LETTER 0
2	QUALITY DEFICIENCY REPORTS
	<div> <div>N45112 96 0001</div> <div>03-Dec-96</div> </div>
	<div> <div>N45112 96 0002</div> <div>04-Dec-96</div> </div>
0	SPECIAL QUALITY DATA
0	SURVEYS
0	TEST REPORTS
0	WAIVER/DEVIATIONS

To view an individual record, double click on the record and the View option will be initiated as shown below:

View QUALITY DEFICIENCY REPORTS	
Quality Deficiency Reports	
PRODUCT DEFICIENCY REPORTING AND EVALUATION PROGRAM	
TIME: 16:02:09	QUALITY DEFICIENCY REPORT
DATE: 09-Dec-96	
QDR STATUS: AD	ADDED DATE: 04-Dec-96
CATEGORY: 2	UPDATE DATE: 04-Dec-96
ORIGINATOR: N45112	SCREENING POINT: N45112
PREPARED: 03-Dec-96	RELEASED:
RCN: N45112-96-0001	DEFICIENCY DISCOVERED: 02-Dec-96
NSN: -4820- -	NOMENCLATURE: VALVES
MANUFACTURER: NMQAO	SHIPPING ACTIVITY:
NAVAL MATERIAL QUALITY AS	MFG PART NUMBER:
PORTSMOUTH,NH	SERIAL/BATCH #:
SYSCOM CODE: 1	CONTRACT #: N00102-96-C-1234
ITEM NEW/REP/OVH: NEW	REQUISITION #:
MANUFACTURED:	OPER TIME AT FAILURE:
GOVT FURNISHED: U	END ITEM: TYPE:
RECQTY: 4	SERIAL #:

**3.11. VIEW.** View allows the user to display all the data fields in the database for an individual record (replaces the Browse function of version 2.0). When the View button is selected a list of all available records in PDREP that a user can view will display. Select the record to view, by single clicking on the record name. When a record type is selected, you will be asked to submit key data fields in order to access the record. The user must enter a valid FSC. All the fields in the PDREP database will appear for the record type selected and the serial number information provided.

**3.12. ONLINE.** Online allows users to add, change, and delete their activity's records from the PDREP system. This chapter contains record and data field descriptions for all of the records available for PDREP user updating. Once you have signed onto the PDREP system, to generate the online function select the Online tool bar button from the Main Menu. A list of records you can add or modify will be listed in the box on the left side of your window. Select the record type to be updated by single clicking on the record. Fields not in parenthesis are required in order to add a record to the PDREP database. All referenced tables can be found in Section 4.15.

**TOOL BAR.** Once Online has been selected from the Main Menu, the Online Tool Bar as follows will appear:



- |               |   |
|---------------|---|
| <b>NEW</b>    | Provides access to a new record of the same type previously selected. After single clicking on new you may enter the serial number information. If the record is present on the database, it will appear in the data windows. If the record is not present, a blank record will appear which can be used to add the record onto the PDREP system. |
| <b>OPEN</b>   | Allows a user to open a previously stored record submitted by their activity. Once the Open button is selected, a box appears with the information required to access a record.   |
| <b>SAVE</b>   | Saves a new or modified record. The microhelp prompt in the bottom left corner of the screen will say "Saving Record" when this button is depressed. When the record has been saved on the PDREP database, a window will appear stating "Record updated".   |
| <b>COPY</b>   | Allows the user to copy the current record displayed in the window so they may add a new record to the database by changing the serial number information and any other fields, as needed.  |
| <b>CLEAR</b>  | Allows the user to clear all data entered.  |
| <b>DELETE</b> | Allows the user to delete the record displaying on their screen from the PDREP database.  |

**PRINT** Prints the record displayed on your screen to a local printer.

**HELP** Provides access to **HELP CONTENTS**.

**CLOSE** Closes the current window and returns you to the MAIN MENU. This will not exit the user from the PDREP application.

**3.13. EXTRACT.** Extract allows authorized NAVICP Mechanicsburg and NAVSEALOGCEN users to extract specific data from the PDREP database to a system at their facility.

**3.13.1. NAVICP.** NAVICP authorized users should select NAVICP from the drop down menu and then select the following button:

**UPDATE CAGE CODES**

Allows authorized users to select import file that contains CAGE codes on which information is desired.

**DOWNLOAD EXTRACT DATA**

For the CAGE Codes in the file, produces an extract report requested by NAVICP Mechanicsburg that contains CAGE code and other PDREP information.

**CLOSE** Closes the window and returns user to Main Menu.

**3.13.2. NAVSEALOG.** NAVSEALOG authorized users should select NAVICP from the drop down menu and then enter the following information:

**ADD DATE:** Records added during the supplied date range will be download.

**OK:** Generates report.

**PRINT:** Prints report.

**CANCEL:** Cancels request and returns user to Main Menu.

**3.14. BATCH.** BATCH allows users to download data directly to the PDREP client-server for updating that evening. It also allows the user to retrieve the error listings from the batched reports.

If Batch is selected from the Main Menu, the user then has the option to select Load Data or Batch Report.

**3.14.1. LOAD DATA.** This functions allows users to send formatted text files to the PDREP database for updating of the system. Each night the PDREP database is updated to include information provided in these load documents. Select "LOAD" to add data to the alpha. Once load is depressed a "Select Data File" window like below will appear. Select the file to be upload and hit the OK button. The percentage block will show the user how much of the file has been upload. Once upload is completed, hit the Close button to return to the Main Menu.

**3.14.2. BATCH REPORT.** This functions allows users to review error listings from reports previously loaded onto the PDREP database. The report contains the Batch Number (assigned by NMQAO), Filename (name of file user forwarded to PDREP), Process Date (date the file was processed and information was stored on the database). User can select to exclude warnings of records that were added to the database.

### **3.15. DATA FIELD DEFINITIONS**

#### **BULLETINS**

<b>ELEMENT NAME</b> -----	<b>TYPE</b>	<b>LEN</b>	<b>DESCRIPTION</b> -----
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) Code, found on DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
CLASSIFICATION	NUMBER	1	Indicates if record should be classified Yellow or Red and used in RYG.
CLASSIFICATION LITERAL	CHAR		Displays the literal for the classification code.
COMPLETION DATE	DATE	9	Date that all Bulletin actions are completed.
COMPANY NAME	CHAR	36	Name of the company as found in the DLA Cataloging Handbook H4/H8.
CORRECTIVE ACTION COMP DATE	DATE	9	Date that corrective actions are completed
FSC	CHAR	4	Code of the Federal Supply Classification referenced in the record.
FSC MATERIAL DESCRIPTION	CHAR	25	Brief description of the material referenced in the record.
ISSUE DATE	DATE	9	Date the report was issued.
NARRATIVE	LONG		Detailed explanation of the record findings/actions.

SERIAL NUMBER	CHAR	7	Bulletin letter serial number that can be found on the referenced hard copy.
SUBCONTRACTOR CAGE CODE	CHAR	5	Contractor and Government Entity(CAGE) for a sub-contractor, if any.
UPDATE DATE	DATE	9	Date the record was last updated on the database.

#### **CONTRACTOR ALERT LIST (CAL)**

<b>ELEMENT NAME</b> -----	<b>TYPE</b>	<b>LEN</b>	<b>DESCRIPTION</b> -----
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code, as found on DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
COMPANY NAME	CHAR	36	Name of the company as found in the DLA Cataloging Handbook H4/H8.
PREPARATION DATE	DATE	9	Date the report was prepared.
REASON CODE	NUMBER	2	Code for reason for placement on the CAL report. (15 allowed)
STATUS CODE	CHAR	1	Code for the recommended actions or contractor status on the CAL record.

#### **GIDEP ALERTS**

<b>ELEMENT NAME</b> -----	<b>TYPE</b>	<b>LEN</b>	<b>DESCRIPTION</b> -----
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code, as found in the DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.

COMPANY NAME	CHAR	36	Name of the company as found in the DLA Cataloging Handbook H4/H8.
COMPLETION DATE	DATE	9	Date that the GIDEP has all actions completed.
FSC	CHAR	4	Federal Supply Classification (FSC) code from the FSC Indexes Cataloging Handbook H2.
FSC MATERIAL DESCRIPTION	CHAR	25	Brief description of the material referenced in the record.
ISSUE DATE	DATE	9	Date the GIDEP report was issued.
NARRATIVE	LONG		Detailed explanation of the test.
REPORT CRITICALITY CODE	NUMBER	2	Code for the type (critical, major, minor, info) of report.
SERIAL NUMBER	CHAR	6	Unique number assigned to each GIDEP report.
UPDATE DATE	DATE	9	Date the record was last updated on the database.

#### **METHOD C/D/E**

<b>ELEMENT NAME</b> -----	<b>TYPE</b>	<b>LEN</b>	<b>DESCRIPTION</b> -----
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
CLOSED DATE	DATE	9	Date the Method C/D/E was closed by the cognizant DLA element.
COMPANY NAME	CHAR	36	Name of the company as found in the DLA Cataloging Handbook H4/H8.

CORRECTIVE ACTION TYPE CODE	CHAR	1	Code to indicate the type of corrective action taken.
FSC	CHAR	4	Code of the Federal Supply Classification referenced in the record.
FSC MATERIAL DESCRIPTION	CHAR	25	Brief description of the material referenced in the record.
ISSUE DATE	DATE	9	Date the method was invoked.
SERIAL NUMBER	CHAR	5	Unique number assigned to each record.
UPDATE DATE	DATE	9	Date the record was last updated on the database.

#### **MATERIAL INSPECTION RECORDS**

<b>ELEMENT NAME</b> -----	<b>TYPE</b>	<b>LEN</b>	<b>DESCRIPTION</b> -----
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code, as found in the DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
CALL NUMBER	CHAR	15	NAWCAC Indianapolis special number used for contract designation.
COG	CHAR	2	A two character alphanumeric cognizant code, from the Federal Supply Catalog ML Management Data List C1 Volume 2, used to identify and designate the Inventory Control Point office or agency which exercises supply management. The first position is numeric and identifies the stores account. The entire code identifies the combined technical bureau/command and inventory managers having jurisdiction over the item.

CONTRACT DODAAC	CHAR	6	The contract DODAAC is the DODAAC of the activity that initiated the contract.
CONTRACT NUMBER	CHAR	17	The contract number is an identification number of the contract under which the defective/deficient item/commodity was purchased or reworked. The Number is comprised of Contract DODAAC, Contract Serial Number and Contract Order Number.
CONTRACT ORDER NUMBER	CHAR	4	The contract order number is most often a four character number, except for order numbers written by NWAC.
CONTRACT SERIAL NUMBER	CHAR	7	The underlying contract serial number of the contract number, assigned by the contract issuing activity.
CONTRACTOR LIABLE IND	CHAR	1	Indicates whether or not the contractor is responsible for any reported defect.
DEFECT CLASS	NUMBER	2	Code for the criticality degree of the defect (critical, major or minor).
DEFECTIVE REPORT NUMBER	CHAR	20	Internal Defective Material Report number for rejected lots.
DEFECTIVE UNITS	NUMBER	6	Number of units that were inspected and found defective.
DOLLAR VALUE RECEIVED	NUMBER	7	Whole dollar value of the inspected lot.
DOLLAR VALUE REJECTED	NUMBER	7	Whole dollar value of the units rejected based on the reported inspection.
DRAWING NUMBER	CHAR	25	Drawing number on which the material was procured.
FABRICATION SPECIFICATION	CHAR	25	Specification required by the contract for material fabrication.
FSC	CHAR	4	Code (Federal Supply Classification) for the material referenced in the record.



FSC MATERIAL DESCRIPTION	CHAR	25	Brief description of the material referenced in the record.
GOVT SOURCE INSPECTION IND	CHAR	1	Indicates whether or not the contract has GSI invoked.
HEAT NUMBER	CHAR	10	Heat, batch, or lot number providing traceability of material to its objective quality evidence.
INSPECTION ATTRIBUTE	NUMBER	2	Code for the attribute inspected.
INSPECTION DATE	DATE	9	Date the inspection was performed.
INSPECTION TYPE	CHAR	1	Code for the type of inspection performed on the attribute.
INSPECTION UNITS	NUMBER	6	Number of units inspected per attribute.
LOT SIZE	NUMBER	6	Total number of product units in the lot to which the MIR pertains.
LOW SERIAL NUMBER	NUMBER	3	Indicates lowest number for a range of MIR numbers covered by one MIR document.
MATERIAL ID CODE DESIGNATOR	CHAR	6	MIC for piping systems as found in NAVSEA Manual 0948-LP-045-7010 (SEA only).
MATERIAL LEVEL CODE	NUMBER	2	Code for the level of essentiality (SEA item).
MATERIAL SPECIFICATION	CHAR	25	Specification required by the contract for the material.
NATIONAL STOCK NUMBER (NSN)	CHAR	17	National Stock Number comprised of COG, FSC, NIIN, and SMIC.
NIIN	CHAR	9	National Item ID Number code for the item.

PQDR RCN	CHAR	14	The PQDR, if reported, issued on a rejected lot. The PQDR RCN is comprised of RCN, DODAAC, RCN YEAR, RCN SERIAL NUMBER, and RCN SEQUENCE NUMBER.
RCN DODAAC	CHAR	6	Cross reference to related QDR.
RCN SEQUENCE CODE	CHAR	2	Cross reference to related QDR.
RCN SERIAL NUMBER	NUMBER	4	Cross reference to related QDR.
RCN YEAR	NUMBER	2	Cross reference to related QDR.
REJECT IND	CHAR	1	Indicates whether or not the lot was rejected based on inspection findings.
REPORTING DODAAC	CHAR	6	Department of Defense Activity Address Code (DODAAC) of the reporting activity.
SERIAL NUMBER	CHAR	8	Unique serial number comprised of the year (2 positions) and the activity assigned Serial Number (6 positions).
SHIP/PROJECT NUMBER	CHAR	15	Name, number, ship hull type, aircraft number or with non-ship/air work projects, the project code.
SMIC	CHAR	2	Designator (Special Material ID Code) for a special material application.
SUBCONTRACTOR CAGE CODE	CHAR	5	Contractor or Government Entity (CAGE) code for a sub-contractor.
UNITS RECEIVED	NUMBER	6	Total number of units received as referenced in the contract.
UNITS REJECTED	NUMBER	6	Total number of units rejected based on the reported inspection.
UPDATE DATE	DATE	9	Date the record was last updated on the database.

## PURCHASE REFERRALS

ELEMENT NAME -----	TYPE	LEN	DESCRIPTION -----
ACCEPTANCE IND	CHAR	1	Indicates whether or not the referral was accepted by NAVSEALOG.
ADDED DATE	DATE	9	Date the record was added to the database.
APPROVED UNITS	NUMBER	6	Number of units approved on the Purchase Referral.
AUDIT ATTRIBUTE TYPE	NUMBER	3	NAVSEALOG inspection attribute type.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code, as found in the DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
COG	CHAR	2	A two character alphanumeric cognizant code, from the Federal Supply Catalog ML Management Data List C1 Volume 2, used to identify and designate the Inventory Control Point office or agency which exercises supply stores account. The entire code identifies the combined technical bureau/command and inventory managers having jurisdiction over the item.
CONTRACT DODAAC	CHAR	6	The contract number is an identification number under which the defective/deficient item/commodity was purchased or reworked. The CONTRACT ACTIVITY is the activity that initiated the contract.
CONTRACT NUMBER	CHAR	17	The contract number is an identification number of the contract under which the defective/deficient item/commodity was purchased or reworked. The Number is comprised

			of Contract DODAAC, Contract Serial Number and Contract Order Number.
CONTRACT ORDER NUMBER	CHAR	4	The contract order number is most often a four character number, except for order numbers written by NAWC. 0000 is not valid.
CONTRACT SERIAL NUMBER	CHAR	7	The underlying contract serial number of the contract number, assigned by the contract issuing activity.
CONTRACT UNITS	NUMBER	6	Total number of units covered under the Purchase Referral.
DEFECTIVE REPORT NUMBER	CHAR	20	Local Defective Material Report number.
FSC	CHAR	4	Federal Supply Classification code for the material referenced in the record.
FSC MATERIAL DESCRIPTION	CHAR	25	Brief description of the material referenced in the record.
INSPECTION ATTRIBUTE	NUMBER	2	Code for the attribute that was accepted per NAVSEALOG testing.
NARRATIVE	LONG		Detailed explanation of the record.
NATIONAL STOCK NUMBER (NSN)	CHAR	17	National Stock Number comprised of COG, FSC, NIIN, and SMIC.
NAVSEALOG ANSWER	DATE	9	Date NAVSEALOG answers the SPCC request.
NIIN	CHAR	9	The National Item Identification Number (NIIN) form the MLN (Navy) or MLC (all other services).
REQUEST UNITS	NUMBER	6	Number of units specified by the report.
SERIAL NUMBER	NUMBER	6	Serial number assigned by NAVSEALOG for each record.

SMIC	CHAR	2	Navy Special Material Identification Code (SMIC) from the Federal Supply Catalog ML Management Data List C1 Vol 2. A two character alphanumeric code used to categorize material on the basis of requirements for source or quality control; technical design or configuration control; procurement, stocking and issue control, special receipt, inspection, testing, storage, or handling.
SPCC REQUEST DATE	DATE	9	Date request was referred to NAVSEALOG by SPCC.
TYPE CODE	NUMBER	2	Code for type of purchase referral.
UPDATE DATE	DATE	9	Date the record was last updated on the database.

#### **QUALIFIED PRODUCTS LIST**

<b>ELEMENT NAME</b> -----	<b>TYPE</b>	<b>LEN</b>	<b>DESCRIPTION</b> -----
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code, as found in the DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
COMPANY NAME	CHAR	36	Name of the company as found in the DLA Cataloging Handbook H4/H8.

FSC	CHAR	4	Federal Supply Classification (FSC) code from the FSC Indexes Cataloging Handbook H2.
FSC MATERIAL	CHAR	25	Brief description of the material referenced in the record.
ISSUE DATE	DATE	9	Date when the contractor is qualified by the Navy.
SERIAL NUMBER	CHAR	6	Unique serial number assigned to each report.
SPECIFICATION	CHAR	25	Specification required by the contract for the material.
UPDATE DATE	DATE	9	Date the record was last updated on the database.

#### **PRODUCT QUALITY DEFICIENCY REPORTS**

<b>ELEMENT NAME</b> -----	<b>TYPE</b>	<b>LEN</b>	<b>DESCRIPTION</b> -----
ACTION POINT DODAAC	CHAR	6	The Department of Defense Activity Address Code (DODAAC) of the activity responsible for the investigation and resolution of the deficiency.
ACTION POINT RELEASE DATE	DATE	9	The date when the Action Point released/forwarded the deficiency report.
ADDED DATE	DATE	9	Computer generated date indicating date deficiency report entered into PDREP.
CATEGORY	NUMBER	1	Per the SECNAVINST, a number indicating the type of deficiency report that was issued. Category 1, is a product quality deficiency which may cause death, injury, or severe occupational illness; could cause loss or major damage to a weapon

			<p>system; or directly restricts the combat readiness capabilities of the using organization; or which results in a production line stoppage. Category 2, is a product quality deficiency which does not meet the criteria for a Category 1.</p>
CAGE CODE	CHAR	5	<p>A five digit CAGE (Contractor and Government Facility) code, from the DLA cataloging Handbook H4/H8, for the contractor or government activity identified in Block 7a of the PQDR. If block 7a cannot be determined and the material is Navy owned stock enter "NAVSS".</p>
CAUSE CODE	CHAR	2	<p>A code explaining the cause of the deficiency (design, procurement, quality, etc.).</p>
CLOSED DATE	DATE	9	<p>The date indicating when the deficiency report was closed (all actions complete).</p>
COG	CHAR	2	<p>A two character alphanumeric cognizant code, from the Federal Supply Catalog ML Management Data List 1 Volume 2, used to identify and designate the inventory Control Point office or agency which exercises supply management. The first position is numeric and identifies the stores account. The entire code identifies the combined technical bureau/command and inventory managers having jurisdiction over the item.</p>

CONTRACT DODAAC	CHAR	6	The contract number is an identification number under which the defective/deficient item/commodity was purchased or reworked. Only one contract number per PQDR will be allowed. The CONTRACT ACTIVITY is the activity that initiated the contract.
CONTRACT ORDER NUMBER	CHAR	4	The contract order number is most often a four character number, except for order numbers written by NAWC.
CONTRACT SERIAL NUMBER	CHAR	7	The underlying contract serial number of the contract number, assigned by the contract issuing activity.
CORRECTIVE ACTION TAKEN	CHAR	3	A code indicating the action taken to correct the discrepancy/deficiency and to prevent recurrence of the reported problem.
DEFECT RESPONSIBILITY CODE	CHAR	1	Code which indicates who is responsible for the defect.
DEFICIENCY DISCOVERED	DATE	9	The date indicating when the deficiency was discovered.
DESCRIPTION OF DEFICIENCY NARRATIVE	LONG		A narrative describing the actual failure and circumstances of the deficiency.
DLA SUMMARY CODE	CHAR	8	A code designating cause, type and area of failure.
EXHIBIT DISPOSITION	CHAR	1	The action of the exhibit at the time of the PQDR.
FINAL DISPOSITION	NUMBER	2	Code representing the final disposition of the defective piece(s).



FSC	CHAR	4	A four position Federal Supply Classification (FSC) code, from the FSC Indexes Cataloging Handbook H2, for the deficient material.
FSC MATERIAL	CHAR	25	The name of the defective/deficient item/commodity at its lowest identifiable level. OR.... The name of the end item that was found deficient. Individual components that fail should be reported in the description of the deficiency (block 22).
GOVT FURNISHED EQUIPMENT	CHAR	1	Indicates whether or not the failed item/commodity was government furnished equipment.
INSPECTION ATTRIBUTE	CHAR	3	Code which indicates the specific type of failure, defect or deficiency which led to the report.
INVESTIGATION RESULTS	LONG		This is a narrative describing the results of the investigation and corrective actions taken to prevent recurrence.
MATERIAL LEVEL CODE	NUMBER	2	Code for level of essentiality (NAVSEA only).
NEW/REPAIRED	CHAR	1	Indicates whether or not the defective/deficient item/commodity is new or overhauled.
NEXT HIGHER	CHAR	25	The name of the equipment or system of which the defective material is a part.
NIIN	CHAR	9	The National Item Identification Number (NIIN) from the MLN (Navy) or MLC (all other services).
PART NUMBER	CHAR	20	The manufacturer's part number of the defective/deficient item/commodity.

PREPARATION DATE	DATE	9	The date the report was signed and forwarded to the screening or action point.
PREVENTIVE ACTION TYPE CODE	NUMBER	2	A code used in RYG for the type of preventative action taken (sat, unsatisfactory, etc.).
QUANTITY DEFICIENT	NUMBER	7	Indicates the number of defective/deficient item/commodity discovered.
QUANTITY INSPECTED	NUMBER	7	Indicates the number of items/commodities that were inspected.
QUANTITY RECEIVED	NUMBER	7	Indicates the number of all end items received in the same lot or batch in which the defective/deficient item/commodity was discovered. NAVAIR and NAVSEA use inspection units; NAVSUP uses units of issue.
RCN DODAAC	CHAR	6	The Report Control Number is the unique identifier of the Deficiency Report. The RCN ACTIVITY is the Department of Defense Activity Address Code (DODAAC) of the reporting activity.
RCN SEQUENCE CODE	CHAR	2	A code to enable splitting out QDRs that were originally written for multiple deficient items.
RCN SERIAL NUMBER	NUMBER	4	The serial number of the RCN as assigned by the reporting activity.
RCN YEAR	NUMBER	2	The year the report was issued.
SCREENING POINT DODAAC	CHAR	6	The Department of Defense Activity Address Code (DODAAC) from DoD Directive 4000.25 of the activity who will perform the screening point responsibilities: determine Action Point, establish distribution, monitor report status,

			and evaluate and process responses. The Screening Point will review for proper categorization, validity, completeness, and accuracy of data entries and resolve any disagreement. Determine if investigation is in order or if the PQDR should be processed for information.
SCREENING POINT RELEASE DATE	DATE	9	A date indicating when the screening point released/forwarded the deficiency report to the Action Point.
SERIAL BATCH NUMBER	CHAR	15	The serial number or lot/batch number of the defective/deficient item/commodity.
SMIC	CHAR	2	Navy Special Material Identification Code (SMIC) from the Federal Supply Catalog ML Management Data List C1 Vol 2. A two character alphanumeric code used to categorize material on the basis of requirements for source or quality control; technical design or configuration control; procurement, stocking and issue control, special receipt, inspection, testing, storage, or handling.
STATUS	CHAR	2	A code indicating the current status of the investigation (active, closed, etc.).
SUPPORT POINT DODAAC	CHAR	6	The Department of Defense Activity Address code (DODAAC) of the activity aiding in the investigation of the deficiency.
SUPPORT POINT RELEASE DATE	DATE	9	The date when the Support Point releases the deficiency report (investigation results) to the Action Point.

SYSCOM CODE	NUMBER	2	A code indicating the system command/service which has cognizance over the defective material.
UPDATE DATE	DATE	9	Computer generated date indicating the date of the most recent revision to the deficiency report
MISSING QDR FIELDS (PARTIAL LISTING)			
ACTION RCN ACTIVITY	CHAR	6	This is the reporting activity of a reference RCN; used to point info status DRs to action status PQDRs. (NAVSEA only)
ACTION RCN SEQUENCE CODE	CHAR	2	A code to enable splitting out QDRs that were originally written for multiple deficient items. (NAVSEA only)
ACTION RCN SERIAL NUMBER	NUMBER	4	The serial number of the RCN as assigned by the reporting activity. (NAVSEA only)
ACTION RCN YEAR	NUMBER	2	The year the report was issued. (NAVSEA only)
RYG INDICATOR	CHAR	1	Indicates if this PQDR was used in the most recent RYG sweep.

(THERE IS ABOUT 47 OTHER FIELDS MISSING FROM AD-HOC)

**RED/YELLOW/GREEN - NOT AVAILABLE AT THIS TIME**

ELEMENT NAME	TYPE	LEN	DESCRIPTION
-----	----	----	-----
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE), as found in the DLA Cataloging Handbook H4/H8 for the contractor.

CLASSIFICATION CHANGE IND	CHAR	1	Indicates if the contractor's FSC classification has changed since the previous sweep.
CLASSIFICATION CODE	CHAR	2	Code for the reason(s) a contractor is classified as Red, Yellow or Green, based on the criteria established by the Navy.
CLASSIFICATION DATE	DATE	9	Date the classification sweep was run.
COLOR CODE	CHAR	1	Indicates if the classification is Red, Yellow or Green.
EVALUATION IND	CHAR	1	Indicates if a single vendor classification was done (C for change).
EVALUATION PERIOD ENDING DATE	DATE	9	Date the RYG evaluation took place.
FSC	CHAR	4	Federal Supply Classification (FSC) code from the FSC Indexes Cataloging Handbook H2.
NUCLEAR MATERIAL APP IND	CHAR	1	Indicates whether or not the classification contained nuclear application data.
PRIMARY COLOR CODE	CHAR	1	Indicates if the primary record's overall classification is Red, Yellow or Green.
SECONDARY COLOR CODE	CHAR	1	Indicates if the secondary record's overall classification is Red, Yellow or Green.
SENT TO RYG SITES IND	CHAR	1	Indicates whether or not the record was sent to the RYG sites. Extract program sets to "Y" when sent.

## **SPECIAL QUALITY DATA**

<b>ELEMENT NAME</b> -----	<b>TYPE</b>	<b>LEN</b>	<b>DESCRIPTION</b> -----
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code, as found in the DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
COMPANY NAME	CHAR	36	Name of the company as found in the DLA Cataloging Handbook H4/H8.
COMPLETION DATE	DATE	9	Date that the GIDEP has all actions completed.
FSC	CHAR	4	Federal Supply Classification (FSC) code from the FSC Indexes Cataloging Handbook H2.
FSC MATERIAL DESCRIPTION	CHAR	25	Brief description of the material referenced in the record.
ISSUE DATE	DATE	9	Date the SPQ took place.
NARRATIVE	LONG		Detailed explanation of the test.
REPORTING DODAAC	CHAR	6	Department of Defense Activity Address Code (DODAAC) of the reporting activity.
SERIAL NUMBER	CHAR	6	Serial number assigned by the reporting activity for the report.
UPDATE DATE	DATE	9	Date the record was last updated on the database.

## SURVEYS

ELEMENT NAME -----	TYPE	LEN	DESCRIPTION -----
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code as found in the DLA Cataloging Handbook H4/H8 for the contractor.
CATEGORY REVIEWED	NUMBER	2	Code for the areas reviewed during the survey. Some areas are quality, production, financial, etc.
COMPLETION DATE	DATE	9	Date the survey was completed.
CONTRACT DODAAC	CHAR	6	The contract number is an identification number of the contract under which the defective/deficient item/commodity was purchased or reworked. The CONTRACT ACTIVITY is the activity that initiated the contract.
CONTRACT NUMBER	CHAR	17	The contract number is an identification number of the contract under which the defective/deficient item/commodity was purchased or reworked. The Number is comprised of Contract DODAAC, Contract Serial Number and Contract Order Number.
CONTRACT ORDER NUMBER	CHAR	4	The contract order number is most often a four character number, except for order numbers written by NAWC.
CONTRACT SERIAL NUMBER	CHAR	7	The underlying contract serial number of the contract number, assigned by the contract issuing activity.

CONTRACTOR ASSESSMENT CODE	NUMBER 2	Code for survey overall recommendation (award, no award, sat, etc.).
CORRECTIVE ACTION COMP DATE	DATE 9	Date that all Survey corrective actions are completed.
CORRECTIVE ACTION IND	CHAR 1	Indicates whether or not corrective action is needed (Y, N, or U).
FSC	CHAR 4	Federal Supply Classification (FSC) code from the FSC Indexes Cataloging Handbook H2.
MATERIAL LEVEL CODE	NUMBER 2	Code for the level of essentiality (SEA item).
NARRATIVE	LONG	Detailed explanation of the survey findings.
NAVY PARTICIPATION IND	CHAR 1	Navy activity participated in the survey as a team member.
NUMBER OF CCR DEFICIENCIES	NUMBER 2	Number of deficiencies found for the reported category.
QUALITY IND	CHAR 1	Indicates if the Pre-award Survey quality findings were satisfactory or not.
REQUESTING DODAAC	CHAR 6	Department of Defense Activity Address Code (DODAAC) of the activity requesting the survey.
SERIAL NUMBER	NUMBER 6	Unique serial number assigned to each record by the reporting activity.
SPECIFICATION	CHAR 25	Specification(s) required by the contract for the material.
TYPE	NUMBER 2	Code for the type of survey (pre-award, QSR, etc.).
UPDATE DATE	DATE 9	Date the record was last updated on the database.



## TEST REPORTS

ELEMENT NAME -----	TYPE	LEN	DESCRIPTION -----
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code, as found in the DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
COMPANY NAME	CHAR	36	Name of the company as found in the DLA Cataloging Handbook H4/H8.
CONTRACT DODAAC	CHAR	6	The contract number is an identification number under which the defective/deficient item/commodity was purchased or reworked. The CONTRACT ACTIVITY is the activity that initiated the contract.
CONTRACT NUMBER	CHAR	17	The contract number is an identification number of the contract under which the defective/deficient item/commodity was purchased or reworked. The Number is comprised of Contract DODAAC, Contract Serial Number and Contract Order Number.
CONTRACT ORDER NUMBER	CHAR	4	The contract order number is most often a four character number, except for order numbers written by NAWC.
CONTRACT SERIAL NUMBER	CHAR	7	The underlying contract serial number of the contract number, assigned by the contract issuing activity.

FSC	CHAR	4	Federal Supply Classification (FSC) code from the FSC Indexes Cataloging Handbook H2.
FSC MATERIAL DESCRIPTION	CHAR	25	Brief description of the material referenced in the record.
FINAL DISPOSITION	NUMBER	2	Code for the final disposition of the material.
ISSUE DATE	DATE	9	Date the test was conducted.
NARRATIVE	LONG		Detailed explanation of the test.
REPORTING DODAAC	CHAR	6	Department of Defense Activity Address Code (DODAAC) of the reporting activity.
SATISFACTORY RESULTS IND	CHAR	1	Indicates whether or not the results were satisfactory.
SERIAL NUMBER	CHAR	6	Serial number assigned by the reporting activity to each record.
TEST TYPE REPORT CODE	NUMBER	2	Code for the type of test being conducted.
UPDATE DATE	DATE	9	Date the record was last updated on the database.

#### **WAIVER/DEVIATIONS**

ELEMENT NAME -----	TYPE	LEN	DESCRIPTION -----
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code as found in the DLA Cataloging Handbook H4/H8 for the contractor.
CLASSIFICATION	NUMBER	1	Indicates if record is Major or Minor.

COMPANY NAME	CHAR	36	Name of the company as found in the DLA Cataloging Handbook H4/H8.
CONTRACT DODAAC	CHAR	6	The contract number is an identification number under which the defective/deficient item/commodity was purchased or reworked. The CONTRACT ACTIVITY is the activity that initiated the contract.
CONTRACT NUMBER	CHAR	17	The contract number is an identification number of the contract under which the defective/deficient item/commodity was purchased or reworked. The Number is comprised of Contract DODAAC, Contract Serial Number and Contract Order Number.
CONTRACT ORDER NUMBER	CHAR	4	The contract order number is most often a four character number, except for order numbers written by NAWC.
CONTRACT SERIAL NUMBER	CHAR	7	The underlying contract serial number of the contract number, assigned by the contract issuing activity.
FSC	CHAR	4	Federal Supply Classification (FSC) code from the FSC Indexes Cataloging Handbook H2.
ISSUE DATE	DATE	9	Date PCO issued the final results.
PCO ACTION	CHAR	1	Indicates if the PCO Approved (A) or Disapproved (D) the request.
PCO DISAPPROVAL CODE	NUMBER	2	Code stating the reason the W/D was disapproved by the PCO.
RECURRING IND	CHAR	1	Indicates if the problem is a recurrence of a previous request.

REPORTING DODAAC	CHAR	6	DODAAC of the activity that submitted the report.
REQUEST WAIVED CODE	CHAR	1	Code stating area Waiver/Deviation was requested on.
SERIAL NUMBER	CHAR	20	Number assigned by the submitting activity to identify individual reports.
TECHNICAL DODAAC	CHAR	6	DODAAC of the activity providing technical guidance.
UPDATE DATE	DATE	9	Date the record was last updated on the database.
WAIVER/DEVIATION TYPE CODE	CHAR	1	Indicates if report is for a Waiver (W) or Deviation (D).

### 3.16. CODE VALUES (ORDERED BY CODE)

#### TABLE INDEX

RECORD	TABLE NAME	PAGE NO.
	INSPECTION ATTRIBUTE	73
	MATERIAL DISPOSITION	74
	MATERIAL LEVEL	75
	SYSCOM	75
BULLETIN	CLASSIFICATION	75
CAL	REASON	75
	STATUS	76
GIDEP	DEFECT CLASS	76
MIR	INSPECTION ATTRIBUTES	76
	INSPECTION ATTRIBUTE DEFECT CLASS	77
	INSPECTION TYPE	77
PUR	PURCHASE REFERRAL TYPE	78

PQDR	ATTRIBUTE CODES	78
	CORRECTIVE ACTION	82
	COST	84
	CREDIT	84
	DEFECT VERIFIED	84
	DEFICIENCY CAUSE	84
	EXHIBIT DISPOSITION	85
	NEW/REPAIRED/OVERHAULED	85
	PREVENTIVE ACTION TYPE	85
	RESPONSIBILITY	85
	STATUS	86
	WHERE DISCOVERED	87
DODAAC	CAS IDENTIFICATION	87
	REPORTING ACTIVITY GROUP	88
CAGE	CONTRACTOR STATUS	89
RYG	REASON CODES	89
SRV	CONTRACTOR ASSESSMENT	91
	CONTRACTOR CATEGORY REVIEWED	91
	SURVEY TYPE	91
TEST	DISPOSITION	92
	TYPE	92
WAD	DISAPPROVAL CODE	92
	REQUIREMENTS WAIVED	92

## INSPECTION ATTRIBUTE

### CODE LITERAL

---- -

- 1 DOCUMENTATION
- 2 DAMAGE
- 3 PRESERV/PACKING
- 4 VISUAL
- 5 MATERIAL IDENTIFICATION
- 6 MATERIAL VERIFICATION
- 7 RADIOGRAPHY
- 8 MAG PARTICLE
- 9 UT EDDY/CURRENT
- 10 LIQ PENETRANT
- 11 OPER/FUNCTIONAL

- 12 PRESSURE TEST
- 13 ELEC/ELECTRONIC
- 14 IMPROPERLY ASSEMBLED
- 15 DIMENSIONS
- 16 WELDING
- 17 BRAZING
- 18 SOLDERING
- 19 FINISH
- 20 SHELF LIFE
- 21 TECHNICAL DATA
- 22 MERCURY FREE
- 23 PROCEDURE APPR
- 24 MANUFAC PROCESS
- 25 DESIGN EVALU
- 26 DESIGN
- 27 SPECIFICATION
- 28 MATERIAL SUBSTITUTION
- 29 DESIGN CHANGE
- 30 WRONG ITEM SHIPPED
- 40 VERIF MIC MARK
- 61 QUANT CHEM
- 62 SEMI-QUANT CHEM
- 63 GENERIC VERIF
- 64 MECH PROP VERIF
- 65 MECH PROP IND
- 85 NON-DESTRUCTIVE TEST
- 86 ABNORMAL EQUIPMENT
- 87 LACK OF KNOWLEDGE OR SKILL
- 88 NOT APPLICABLE
- 90 ELECTRICAL FUNCTION/OUTPUT
- 91 UNABLE TO CALIBRATE FUNCTION/OUTPUT
- 92 FAULTY/SUBSTANDARD ELECTRICAL COMPONENTS
- 93 MECHANICAL PERFORMANCE/OUTPUT
- 94 MECHANICAL EQUIPMENT/PARTS QUALITY
- 95 FAULTY/SUBSTANDARD WORKMANSHIP
- 96 MAINTENANCE/OPERATIONAL PROBLEM/DAMAGE
- 97 FOREIGN OBJECT DAMAGE
- 98 CONTAMINATION

#### **MATERIAL DISPOSITION (ACTION)**

CODE LITERAL

-----

- A ACCEPT AS IS
- D DISPOSED OF/SCRAPPED
- H HOLDING

I	RELEASED FOR INVESTIGATION
O	OTHER
P	REPLACE
R	REPAIRED
S	RETURNED TO STOCK
U	UNKNOWN
V	RETURN TO VENDOR
W	WAIVER/DEVIATION

## **MATERIAL LEVEL**

CODE	LITERAL
------	---------

1	LEVEL 1 NON-NUCLEAR
4	LEVEL 1 NUCLEAR
6	NON-LEVEL 1 NON-NUCLEAR
7	NON-LEVEL 1 NUCLEAR
9	LEVEL III NUCLEAR (NCM)
20	FLIGHT CRITICAL (NAVAIR)
21	NOT APPLICABLE

## **SYSKOM CODES**

CODE	LITERAL
------	---------

1	NAVSEA - NAVAL SEA SYSTEMS COMMAND
2	NAVAIR - NAVAL AIR SYSTEMS COMMAND
3	SPAWAR - SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4	NAVFAC - NAVAL FACILITIES ENGINEERING COMMAND
5	NAVSUP - NAVAL SUPPLY SYSTEMS COMMAND

## **BUL - CLASSIFICATION**

CODE	LITERAL
------	---------

1	RED
2	YELLOW
3	N/A

## **CAL - REASON**

CODE	LITERAL
------	---------

1	TECHNICAL
2	PRODUCTION

- 3 QUALITY
- 4 FINANCIAL
- 5 ACCOUNTING
- 6 PROPERTY
- 7 TRANSPORTATION
- 8 PACKAGING
- 9 SECURITY
- 10 SAFETY
- 11 ENVIRONMENT/ENERGY
- 12 LATE PROPOSAL
- 13 OTHER

#### **CAL - STATUS**

CODE LITERAL

-----

- C CONTRACTOR IMPROVEMENT PROGRAM
- N NEGATIVE PRE-AWARD SURVEY
- R CONTRACTOR RECOMMENDED FOR PRE-AWARD SURVEY

#### **GIDEP - DEFECT CLASS**

CODE LITERAL

-----

- 1 CRITICAL
- 2 MAJOR
- 3 MINOR
- 4 INFORMATION

#### **MIR - INSPECTION ATTRIBUTES**

CODE LITERAL

-----

- 1 DOCUMENTATION
- 2 DAMAGE
- 3 PRESERVATION, PACKAGING, PACKING AND LABELING
- 4 VISUAL
- 5 MATERIAL IDENTIFICATION
- 6 MATERIAL VERIFICATION
- 7 RADIOGRAPHY
- 8 MAGNETIC PARTICLE
- 9 ULTRASONIC/EDDY CURRENT
- 10 LIQUID PENETRANT
- 11 OPERATIONAL/FUNCTION TEST
- 12 PRESSURE TEST
- 13 ELECTRICAL/ELECTRONIC TEST



- 14 IMPROPERLY ASSEMBLED
- 15 DIMENSIONS
- 16 WELDING
- 17 BRAZING
- 18 SOLDERING
- 19 FINISH
- 20 SHELF LIFE
- 21 TECHNICAL DATA
- 22 MERCURY FREE
- 23 SPECIAL PROCESS PROCEDURE APPROVAL
- 24 MANUFACTURING PROCESS
- 25 DESIGN EVALUATION TESTS
- 30 WRONG ITEM SHIPPED-REJECTS ONLY
- 61 QUANTITATIVE CHEMICAL ANALYSIS
- 62 SEMI-QUANTITATIVE CHEMICAL ANALYSIS
- 63 GENERIC MATERIAL VERIFICATION
- 64 MECHANICAL PROPERTIES VERIFICATION
- 65 MECHANICAL PROPERTIES INDICATOR
- 88 NOT APPLICABLE

#### **MIR - INSPECTION ATTRIBUTE DEFECT CLASS**

CODE LITERAL

- 
- 1 CRITICAL
  - 2 MAJOR
  - 3 MINOR

#### **MIR - INSPECTION TYPE**

CODE LITERAL

- 
- D ACCEPTED BASED ON DCMAO INSPECTION
  - P INSPECTION AND/OR TEST PERFORMED
  - V CTR INSPECTION AND/OR TEST VERIFIED
  - W CTR INSPECTION AND/OR TEST WITNESSED

## **PUR - PURCHASE REFERRAL TYPE**

CODE LITERAL

----	-----
1	WAIVER
2	DEVIATION
3	VIR
4	PQDR
5	ECP
6	TIR

## **PQDR - ATTRIBUTE CODES**

CODE LITERAL

----	-----
004	LOW GM OR EMISSION
007	ARCING, ARCED
008	NOISY
010	POOR FOCUS
020	WORN, STRIPPED, CHAFED, FRAYED
029	CURRENT INCORRECT
030	MISHAP DAMAGE
037	FLUCTUATES, FREQ/RPM UNSTABLE, INTERMITTENT
050	BLISTERED
051	FAILS TO TUNE, DRIFTS
064	MODULATION INCORRECT
069	FLAME OUT
070	BROKEN, BURST, RUPTURED, PUNCTURED, TORN, CUT
080	BURNT OUT LIGHT BULBS OR FUSES
086	IMPROPER HANDLING
087	IMPROPER IDENTIFICATION
088	GAIN INCORRECT
092	MISMATCHED ELECTRONICS PARTS, ETC.
093	MISSING PARTS
105	DAMAGED HARDWARE
117	DETERIORATED/CORRODED
127	ADJUSTMENT OR ALIGNMENT IMPROPER
135	BINDING STUCK OR JAMMED
142	ENGINE REMOVED - EXCESSIVE MAINTENANCE
150	CHATTERING
158	LAUNCH DAMAGE
160	BROKEN WIRES, DEFECTIVE CONTACT OR CONNECTION
161	OUTPUT INCORRECT
169	VOLTAGE INCORRECT
170	CORRODED
177	FUEL FLOW INCORRECT

180 CLOGGED, OBSTRUCTED, PLUGGED  
183 MAGNETIC TAPE BROKEN  
185 CONTAMINATION  
190 CRACKED, CRAZED  
242 FAILED TO OPERATE, SPECIFIC REASON UNKNOWN  
246 IMPROPER/FAULTY MAINTENANCE  
255 NO OUTPUT  
257 OFF COLOR  
281 HIGH OUTPUT, READING OR VALUE  
282 LOW OUTPUT, READING OR VALUE  
290 FAILS DIAGNOSTIC/AUTOMATIC  
291 FAILS AUTO CHECK/TEST  
292 FAILS ACCEPTANCE/TEST  
293 FAILS SELF CHECK  
294 FAILS SELF TEST  
301 FOREIGN OBJECT DAMAGE  
303 BIRD STRIKE DAMAGE  
306 NON-METALLIC CONTAMINATION OR DIRTY  
312 HARD LANDING  
314 ACCELERATION/DECELERATION IMPROPER  
317 HOT START  
320 ENGINE COMPRESSOR STALLS, BUZZ  
330 EXCESSIVE HUM  
334 TEMPERATURE INCORRECT  
372 METAL IN OIL STRAINER, FILTER, ETC.  
373 METAL CONTAMINATION-CHIP DETECTOR  
374 INTERNAL FAILURE  
381 LEAKING - INTERNAL OR EXTERNAL  
383 LOCK-ON MALFUNCTION  
398 OIL CONSUMPTION - EXCESSIVE  
410 LACK OF, OR IMPROPER LUBRICATION  
416 OUT OF ROUND  
425 NICKED OR CHIPPED  
437 IMPROPERLY POSITIONED SELECTED OR OTHER OPERATOR ERROR  
447 WRONG LOGIC - PROGRAM OR COMPUTER  
450 OPEN  
458 OUT OF BALANCE/BALANCE INCORRECT  
464 OVERSPEED/RUNAWAY OPERATION  
465 UNDERSPEED  
481 KEYWAY OR SPLINE DAMAGED OR WORN  
520 PITTED  
525 PRESSURE INCORRECT  
537 LOW POWER OR THRUST  
561 UNABLE TO ADJUST TO LIMITS  
567 RESISTANCE HIGH  
568 RESISTANCE LOW

570 FAILED X-RAY TEST  
571 FAILED MAGNAFLUX TEST  
572 FAILED EDDY/CURRENT TEST  
575 FAILED ULTRASONIC TEST  
576 FAILED LIQUID PENETRANT TEST  
585 SHEARED  
599 TRAVEL OR EXTENSION INCORRECT  
601 DETONATION  
602 FAILED, DAMAGED OR REPLACED DUE TO MALFUNCTION OF  
ASSOCIATED EQUIPMENT  
604 MANIFOLD PRESSURE BEYOND LIMITS  
607 NO GO INDICATION/SPECIFIC REASON UNKNOWN  
615 SHORTED  
622 WET  
649 SWEEP MALFUNCTION  
651 AIR IN SYSTEM  
652 AUTOMATIC ALIGN TIME EXCESSIVE  
653 GROUND SPEED ERROR EXCESSIVE  
664 TENSION LOW  
679 SIGNAL DISTORTION  
681 SHUTTER HUNG - DEFECTIVE  
682 NO AZIMUTH OR DRIFT  
684 WEAK/NO STABILIZATION  
685 SHUTTER - NO TRIP PULSE  
687 LATE OR HARD AFTER BURNER LIGHT  
690 VIBRATION EXCESSIVE  
692 VIDEO FAULTY  
693 AUDIO FAULTY  
694 AUDIO & VIDEO FAULTY  
695 SYNC ABSENT OR FAULTY  
696 FLUID LOW  
697 PROGRAM, FAULTY TAPE  
698 PROGRAM, FAULTY CARD  
703 PROGRAM FAILURE  
704 MEMORY PROTECT  
706 MAGNETIC TAPE ERROR  
710 BEARING, FAILING OR FAULT  
720 BRUSH DAMAGE - EXCESSIVE WEAR  
731 BATTLE DAMAGE  
780 BENT, BUCKLED, COLLAPSED, DENTED, DISTORTED OR  
TWISTED  
782 TIRE TREAD AREA DEFECTIVE  
786 TIRE BLOWOUT  
816 IMPEDANCE HIGH  
817 IMPEDANCE LOW  
823 NO START

846 DELAMINATED  
 877 TRANSPORTATION DAMAGE  
 878 WEATHER DAMAGE  
 879 LIGHTNING STRIKE DAMAGE  
 900 BURNT OR OVERHEATED  
 921 ENGINE MONITORING SYSTEM INDICATES FURTHER INSP  
 REQUIRED  
 922 ENGINE MONITORING SYSTEM - OVERTEMP LIMITS EXCEEDED  
 932 DOES NOT ENGAGE, LOCK OR UNLOCK PROPERLY  
 935 SCORED, SCRATCHED, BURRED, GOUGED  
 956 ABNORMAL FUNCTION OF COMPUTER MECHANICAL EQUIPMENT  
 957 NO DISPLAY  
 958 DISPLAY INCORRECT  
 962 POWER OUTPUT DIP/LOW ELECTRONIC  
 969 CANNOT RESONANT INPUT CAVITY  
 974 DOESN'T TRACK TIMING CURVE  
 987 INPUT PULSE DISTORTED  
 988 LOSS OF VACUUM  
 989 LOW COOLANT FLOW RATE  
 F85 NON-DESTRUCTIVE TEST  
 F86 ABNORMAL EQUIPMENT  
 F87 LACK OF KNOWLEDGE/SKILL  
 F88 NOT APPLICABLE  
 S01 DOCUMENTATION  
 S03 PRESERV/PACKAGING  
 S04 VISUAL  
 S06 MATERIAL VERIF  
 S11 OPER/FUNCTIONAL  
 S13 ELEC/ELECTRONIC  
 S15 DIMENSIONS INCORRECT  
 S16 WELDING  
 S17 BRAZING  
 S18 SOLDERING  
 S19 FINISH  
 S20 SHELF LIFE  
 S21 TECHNICAL DATA  
 S22 MERCURY FREE  
 S23 PROCEDURE APPR  
 S24 MANUFAC PROCESS  
 S25 DESIGN EVAL  
 S26 DESIGN  
 S27 SPECIFICATION  
 S28 MATERIAL SUBSTITUTE  
 S29 DESIGN CHANGE  
 S30 WRONG ITEM SHIPPED/RECEIVED  
 S40 VERIF MIC MARK

S61 QUANT CHEM  
 S62 SEMI-QUANT CHEM  
 S63 GENERIC VERIF  
 S64 MECH PROP VERIF  
 S65 MECH PROP IND  
 S95 FAULTY/SUBSTANDARD WORKMANSHIP  
 S98 ENGINE FOD (FOREIGN OBJECT DAMAGE)  
 S99 PARTS FALLING FROM AIRCRAFT

## **PQDR - CORRECTIVE ACTION**

CODE LITERAL

-----  
 D10 REVIEW TECHNICAL REQUIREMENTS  
 D11 INITIATE CLASS 1 ECP  
 D12 INITIATE CLASS 2 ECP  
 D13 REVISE SPECIFICATIONS/DRAWINGS  
 D15 REVISE TEST PROCEDURES  
 D16 CORRECT TECHNICAL DATA PACKAGE  
 D17 INITIATE WAIVERS/DEVIATION  
 D18 ISSUE TECHNICAL/SAFETY BULLETINS  
 M10 REVIEW MANUFACTURING DOCUMENTS  
 M11 IMPROVE FABRICATION PROCEDURES  
 M12 CHANGE WORKMANSHIP STANDARDS  
 M13 RESET/ADJUST TO REQUIREMENTS  
 M14 ALERT/TRAIN OPERATORS  
 M15 CHANGE SHELF LIFE  
 M16 REPAIR/REPLACE  
 M17 SCREEN/PURGE STOCK (GOVT)  
 M18 IMPROVE PACKAGING  
 M19 REVISE MAINTENANCE PROCEDURES  
 P10 REVISE CONTRACTUAL REQUIREMENTS  
 P11 CHANGE SOURCE/TERMINATE CONTRACT  
 P12 MODIFY CONTRACTUAL REQUIREMENTS  
 P13 CORRECT FAULTY DOCUMENTS  
 Q10 REVIEW ADEQUACY OF REQUIREMENTS  
 Q11 MONITOR EFFECTIVENESS OF CHANGES  
 Q12 REVIEW ADEQUACY OF PROCEDURES  
 Q13 REVIEW HISTORICAL FAILURE DATA  
 Q14 INCREASED INSPECTION  
 Q15 IMPOSE INSPECTION CAO  
 Q16 REQUEST CORRECTIVE ACTION  
 Q17 INVOKE METHOD C  
 Q18 INVOKE METHOD D  
 Q19 CHANGE CALENDAR INSPECTION  
 Q20 CONDUCT ON-SITE SURVEY

Q21 SCREEN/PURGE STOCK (MFG)  
 Q22 SCRAP/DISPOSE OF  
 Q23 APPROVE DEVIATION  
 S02 REVISED INSPECTION ATTRIBUTES  
 S03 AUDITS/SURVEILLANCE  
 S04 TOOLING  
 S05 IMPROVED MATERIAL/CERT IDENT  
 S07 IMPROVED PACKAGING/DOCUMENTATION  
 S09 PERSONNEL ACTION  
 S10 ENGINEERING/DESIGN CHANGE  
 S13 INFORMATION BULLETIN  
 S14 NO CORRECTIVE ACTION  
 S15 NO PA REQUIRED/NOT A QUALITY DEFICIENCY  
 S16 NO PA PROVIDED/NO GSI  
 S17 NO PA PROVIDED/ITEM OUT OF WARRANTY  
 S18 NO PA PROVIDED/EXHIBIT NOT AVAIL  
 S19 NO PA REQUIRED/TREND ANALYSIS  
 S20 NO PA PROVIDED/NO PRODUCTION OF UNIT  
 S21 NO PA REQUIRED/INFORMATION  
 S22 NO PA PROVIDED/CONTRACT TERMINATION  
 S23 NO PA PROVIDED/CLOSED CONTRACT  
 S24 NO PA PROVIDED/NOT APPLICABLE  
 S25 NO PA PROVIDED/VENDOR OUT OF BUSINESS  
 S26 NO PA REQUIRED/NOT VENDOR LIABLE  
 S27 NO PA PROVIDED/VENDOR NOT PROVEN LIABLE  
 S28 NO PA REQUIRED/NOT VALID DEFICIENCY  
 S29 NO PA REQUIRED/SYSTEM ADEQUATE  
 S30 SUB-CONTRACTOR ACTION  
 S31 ISOLATED INSTANCE  
 S32 SPECIFICATION/CERT REVIEW  
 S33 VERIFY/MONITOR VENDOR'S PA  
 S35 NO PA REQUIRED/UNDER COG OF PA  
 S41 TRAINING/PERSONNEL ACTION  
 S42 REVISED INSPECTION/TESTING OR PRODUCTION PROCEDURES  
 S43 IMPROVED CERT/DOCUMENTATION CHECK OR IMPROVED  
 PACKAGING  
 S44 ENGINEERING CHANGE/DRAWING REVISION/CONTRACT MOD  
 S45 NOT VENDOR LIABLE/NOT VALID  
 S46 ISOLATED FAILURE  
 S47 NO PREVENTIVE ACTION  
 S65 VENDOR PROC/PO CHANGE  
 S66 ASSY PROC/METHOD CHANGE  
 S67 ASSY PROC/METHOD REVIEW  
 S68 QC PROCEDURES REVIEW  
 S69 VENDOR PROCEDURES REVIEW  
 S70 PROCESS PROCEDURE CHANGE

S71 TEST PROCEDURES REVIEW  
S72 PROCESS PROCEDURE REVIEW  
S73 SCREEN STOCK RETAIL  
S74 SCREEN STOCK WHOLESALE  
S75 UNKNOWN  
S76 C.A. ACCOMPLISHED/NO PA STATED

#### **PQDR - COST**

CODE LITERAL

-----  
C COST TO GOV'T (COMMERCIAL SUPPLIER)  
G COST TO NAVY (GOV'T MFGR/SUPPLIER)  
N NO COST TO GOV'T (COMMERCIAL SUPPLIER)  
U UNDETERMINED  
Z NO COST TO NAVY (GOV'T MFGR/SUPPLIER)

#### **PQDR - CREDIT**

CODE LITERAL

-----  
C NO CREDIT (COMMERCIAL SUPPLIER)  
G NO CREDIT (GOV'T SUPPLIER)  
N CREDIT (COMMERCIAL SUPPLIER)  
U UNKNOWN  
W CREDIT AUTHORIZED  
X NO CREDIT AUTHORIZED  
Z CREDIT (GOV'T SUPPLIER)

#### **PQDR - DEFECT VERIFIED**

CODE LITERAL

-----  
N DEFECT NOT VERIFIED  
O OTHER THAN REPORTED  
U UNABLE TO TEST FOR DEFECT  
Y DEFECT VERIFIED

#### **PQDR - DEFICIENCY CAUSE**

CODE LITERAL

-----  
C MAINTENANCE DEFICIENCY  
D DESIGN DEFICIENCY  
M MATERIAL DEFICIENCY  
M1 MATERIAL (PARTS)



M2 MATERIAL (PROCEDURES)  
M3 MATERIAL (WORKMANSHIP)  
M4 QUALITY OF INSPECTION  
O OTHER  
P PROCUREMENT DEFICIENCY  
QD QUALITY OF DESIGN

#### **PQDR - EXHIBIT DISPOSITION**

CODE LITERAL

-----  
A ACCEPT  
D DISPOSED  
H HOLDING  
I RELEASED  
O OTHER  
P REPLACE  
R REPAIRED  
S RETURNED TO STOCK  
U UNKNOWN  
V RETURN TO VENDOR  
W WAIVER

#### **PQDR - NEW/REPAIRED/OVERHAUL**

CODE LITERAL

-----  
N NEW  
O OVERHAULED/REPAIRED  
U UNKNOWN

#### **PQDR - PREVENTIVE ACTION TYPE**

CODE LITERAL

-----  
1 VERIFIED PA  
2 SATISFACTORY PA  
3 UNSATISFACTORY PA

#### **PQDR - RESPONSIBILITY**

CODE LITERAL

-----  
C PRIVATE CONTRACTOR  
G GOVT SUPPLIER (NON-MFGR)  
S GOVT SUPPLIER (MFGR/REPAIR)

U NAVY OR GOVT USING ACTIVITY  
X UNKNOWN

## **PQDR - STATUS**

CODE LITERAL

-----  
A ACTIVE  
A1 FOLLOW UP BY ORIGINATOR  
A2 FOLLOW UP BY SCREENING POINT  
A3 FOLLOW UP BY ACTION POINT  
A4 FOLLOW UP BY SUPPORT POINT  
A5 2ND FOLLOW UP BY ACTION POINT  
A6 INFORMATION QDR MADE ACTIVE  
A7 EXHIBIT RECEIVED  
A8 INTERIM RESPONSE NO SCREEN/NO ACTION  
A9 REQUEST RETAIL SCREEN (DMS)  
AA ADDITIONAL INFO REQUESTED  
AB NAVWPNEGSPACT INVESTIGATION  
AC 60 DAYS INQUIRY ON STATUS  
AD DEFECT UNDER INVESTIGATION  
AE EXHIBIT REQUESTED  
AF EXHIBIT SHIPPED  
AG CASE/QDR REOPENED  
AH UNACCEPTABLE REPLY  
AI INVESTIGATION EXTENSION REQUEST  
AJ FMSO SCREEN W/O IM REQUEST  
AK IM REQUEST SCREEN FMSO DOES NOT  
AL ORIGINATOR TO HOLD EXHIBIT  
AM RETURN FOR DISPOSITION INST.  
AN IM REQUEST FOR ADDITIONAL INFO  
AP REQUEST RETAIL SCREEN (AIG)  
AR INTERIM REPLY  
AU OTHER  
C CLOSED  
CA REPORT DOESN'T MEET QDR CRITERIA  
CB INVESTIGATED BY TECHNICAL ACTIVITY  
CC NO REPLY WITHIN 180 DAYS  
CD DEFECT PREVIOUSLY INVESTIGATED  
CE EXHIBIT RETURNED/INVESTIGATION CONDUCTED  
CF EXHIBIT LOST/MISDIRECTED, ETC.  
CG INVESTIGATION CONDUCTED WITHOUT EXHIBITS  
CH NO INVESTIGATION CONDUCTED  
CI SUBMITTED FOR INFO/RELIABILITY DATA

CJ	CLOSED AT SUPPORT POINT, BUT ACTIVE AT NAVWPNENG SUPPACT
CK	OUT OF WARRANTY
CL	CONTRACT CLOSED
CM	NO PROCUREMENT QA
CN	NO PRODUCTION
CP	INVESTIGATION WITH EXHIBIT
CX	CANCELLED

## **PQDR - WHERE DISCOVERED**

CODE LITERAL

----	-----
AF	AFTER-FLIGHT
AI	AFTER INSTALLATION
AS	AFTER SEA TRIALS
BF	BEFORE FLIGHT
BS	BEFORE SEA TRIALS
BT	BENCH TEST
CC	CORROSION INSPECTION
DI	DURING INSTALLATION
DS	DURING STEAM TEST
DT	DURING TAXI
FF	IN-FLIGHT
IF	NORMAL OPERATION
MI	MAINTENANCE INSPECTION
NR	NOT REPORTED
OR	RECEIPT INSPECTION
OT	OTHER
PF	PRE-FLIGHT INSPECTION
PM	PMS INSPECTION OR DURING PMS
QA	QA INSPECTION
SI	LIGHTING OFF OR STARTING

## **DODAAC - CAS IDENTIFICATION**

CODE LITERAL

----	-----
IN	INTERNATIONAL
MA	MID ATLANTIC
NC	NORTH CENTRAL
NE	NORTHEAST
SO	SOUTH
SU	SUPSHIP
WE	WEST

## **DODAAC - REPORTING ACTIVITY GROUP**

CODE LITERAL

CODE	LITERAL
8	JOINT CRUISE MISSILE PROJECT
10	NAVY AIR UNITS
11	NAVPRO
12	NADEP
13	NAVAL ORDNANCE STATION
14	NAVAL WEAPONS STATION
15	OTHER ORDNANCE
16	NAVAL SUPPLY CENTER
17	NRPO/NRCC
18	AIMD
19	SUPSHIPS
20	NAVAL SHIPYARDS
21	MISCELLANEOUS NAVY
22	INSERVICE ENGINEERING ACTIVITY
23	SUPPLY/LOGISTICS MANAGEMENT CENTERS
24	PACIFIC MISSILE TEST CENTER
30	DCMAO
31	DPRO
32	DCMD
33	DCMCI
35	MARINE AIR UNITS
36	MCAS
37	OTHER MARINE
40	AIR FORCE
41	AFPRO
50	ARMY
51	ARPRO
52	OTHER ARMY
60	COMMERCIAL CONTRACTOR
70	FOREIGN GOVERNMENT
71	GSA
72	DLA/DSA
73	NASA
74	COAST GUARD
75	US CUSTOMS SERVICE
76	OTHER DEFENSE
77	UNICOR FEDERAL PRISON INDUSTRIES
90	UNKNOWN
99	PIIN

## CAGE - CONTRACTOR STATUS

### CODE LITERAL

-----

A	ACTIVE RECORD
B	NAME/ADDRESS CHANGE
C	USED FOR CATALOGING PURPOSES
D	UNCODED OE RECORD
E	NON-MANUFACTURER/EMERGENCY CODE ASSIGNMENT
F	OBSOLETE RECORD/LOCATION UNKNOWN
H	OBSOLETE RECORD/FACILITY DISCONTINUED
J	ITEM PRODUCED TO INDUSTRY SPECS
K	ITEM PRODUCED TO GOVERNMENT SPECS
L	STATUS UNKNOWN
M	SPECIAL NUMBERING SYSTEM DEVELOPED BY GOVT
N	CANCELLED W/O REPLACEMENT (OE IS DEFUNCT)
P	CANCELLED W/O REPLACEMENT (LOCATION. OF OE UNKNOWN)
R	CANCELLED W/REPLACEMENT (FACILITY DISCONT.)
T	COMPANY 50/50 PARTNERSHIP
U	MANUFACTURER'S REPRESENTATIVE
W	INDIVIDUAL'S CODE
Y	NO LONGER WISHES TO BE FEDERAL CONTRACTOR

## RYG - REASON CODES

### COLOR CODE LITERAL

-----

RED	A1	AN OPEN BULLETIN THAT HAS BEEN CLASSIFIED "RED".
YELLOW	A2	AN OPEN BULLETIN THAT HAS BEEN CLASSIFIED "YELLOW".
RED	B1	AN OPEN CRITICAL GIDEP REPORT.
RED	B2	3 OR MORE OPEN MAJOR GIDEP REPORTS WITHIN 2 YEARS.
YELLOW	B3	1-2 OPEN MAJOR GIDEP REPORTS WITHIN 2 YEARS.
YELLOW	B4	3 OR MORE OPEN MINOR GIDEP REPORTS WITHIN 2 YEARS.
RED	C1	2 OR MORE DEFECTIVE LOTS WITH AN ASSESSED DEFECT RATE (ADR) OF 11% OR GREATER.
YELLOW	C2	2 OR MORE DEFECTIVE LOTS WITH AN ADR > 4% AND < 11%.
YELLOW	C3	ONLY ONE DEFECTIVE LOT AND ADR > 4%.
YELLOW	C4	2 OR MORE DEFECTIVE LOTS WITH AN ADR OF 11% OR GREATER AND LAST 5 CONSECUTIVE LOTS ACCEPTABLE.

GREEN	C5	AN ASSESSED DEFECT RATE OF 4% OR LESS.
GREEN	C6	2 OR MORE DEFECTIVE LOTS WITH AN ADR > 4% AND < 11% AND LAST 5 CONSECUTIVE LOTS ACCEPTABLE.
GREEN	C7	ONLY ONE DEFECTIVE LOT AND ADR > 4% AND LAST 5 CONSECUTIVE LOTS ACCEPTABLE.
RED	D1	AN OPEN METHOD D.
YELLOW	D3	ONE OPEN METHOD C OR E.
RED	D2	MORE THAN ONE OPEN METHOD C OR E.
RED	E1	MORE THAN 9 POINTS TOTAL FOR QDRS IN THE TIME FRAME.
YELLOW	E2	9 POINTS TOTAL FOR QDRS IN THE TIME FRAME.
RED	F1	LATEST PRE-AWARD SURVEY WITH AN RECOMMENDATION OF "NO AWARD" (NO CORRECTIVE ACTIONS PROVIDED)
YELLOW	F2	LATEST PRE-AWARD SURVEY WHERE THE QUALITY AND THE OVERALL RECOMMENDATION ARE IN CONFLICT.
GREEN	F3	LATEST PRE-AWARD SURVEY HAS A RECOMMENDATION OF "AWARD".
GREEN	F4	PRE-AWARD WITH RECOMMENDATION OF "NO AWARD" AND CORRECTIVE ACTIONS RECEIVED AND ACCEPTED.
RED	G1	LATEST OPEN SURVEY CONDUCTED IN THE LAST 2 YEARS THAT HAS "UNACCEPTABLE" RATABLE FACTORS.
YELLOW	G2	LATEST OPEN SURVEY THAT WAS CONDUCTED IN LAST 2 YEARS THAT HAS "ACCEPT WITH CORRECTIONS" RATABLE FACTORS.
GREEN	G3	LATEST SURVEY THAT WAS CONDUCTED IN THE LAST 2 YEARS THAT HAS ALL "ACCEPTABLE" RATABLE FACTORS.
GREEN	G4	LATEST SURVEY CONDUCTED IN LAST 2 YEARS THAT HAS "UNACCEPTABLE" OR "ACCEPTABLE WITH CORRECTIONS" RATABLE FACTORS AND HAS HAD CORRECTIVE ACTIONS RECEIVED AND ACCEPTED.
RED	H1	LAST 2 TEST REPORTS IN 2 YEARS ARE UNSATISFACTORY.
YELLOW	H2	LAST TEST REPORT IN 2 YEARS IS UNSATISFACTORY.
GREEN	H3	LAST TEST REPORT IN 2 YEARS IS SATISFACTORY.
----	NA	INSUFFICIENT DATA TO CLASSIFY AS RED, YELLOW, OR GREEN

## **SRV - CONTRACTOR ASSESSMENT**

CODE LITERAL

-----

- 1 AWARD
- 2 NO AWARD
- 3 ACCEPTABLE
- 4 UNACCEPTABLE
- 5 QUALIFIED
- 6 NOT QUALIFIED
- 7 QUAL WITHHELD
- 8 ACCEPTABLE W/CORRECTION(S)
- 10 UNKNOWN

## **SRV - CONTRACTOR CATEGORY REVIEWED**

CODE LITERAL

-----

- 1 ORGANIZATION
- 2 ENG & DWG CONTROL
- 3 MEAS/TEST EQUIP
- 4 PURCH/RECEIPT INSP
- 5 SPECIAL PROCESSES
- 6 MFG CONTROL/IN-PROCESS INSPECTION
- 7 FINAL INSPECTION
- 8 HDLG/STORAGE/PACKAGE/DELIVERY
- 9 NON-CONFORM SUPP/CORRECT ACTION
- 10 TECHNICAL CAPABILITY
- 11 PRODUCTION CAPABILITY
- 12 FINANCIAL CAPABILITY
- 13 ACCOUNTING SYSTEM
- 14 TRANSPORTATION
- 15 SECURITY
- 16 PLANT SAFETY
- 17 ENVIRONMENTAL CONSIDERATION
- 18 OTHER

## **SURV - SURVEY TYPE**

CODE LITERAL

-----

- 1 PRE-AWARD
- 2 POST-AWARD
- 3 PRODUCT ORIENTED
- 4 SPECIAL
- 5 QUALITY SYSTEM REVIEW

- 6 QUALIFIED SERVICES LIST
- 7 MASTER ORDNANCE REPAIR
- 8 INSPECTION CAPABILITY REVIEW
- 9 QUALIFIED PRODUCTS LIST

### **TEST - DISPOSITION**

CODE LITERAL

---	-----
1	ACCEPT
2	ACCEPT-WAIVED
3	RETURN TO VENDOR
4	REPAIR
5	OTHER
6	APPROVE
7	DISAPPROVE
8	CONDITIONALLY APPROVE

### **TEST - TYPE**

CODE LITERAL

---	-----
1	FIRST ARTICLE
2	PRODUCTION LOT TESTING
3	PERIODIC SAMPLING TEST
4	UNKNOWN
5	TEST TYPE NOT AVAILABLE
6	TEAR DOWN INSPECTION

### **WAD - DISAPPROVAL CODE**

CODE LITERAL

---	-----
1	REPETITIVENESS OF NONCONFORMANCE
2	INADEQUATE CONTRACTORS CORRECTIVE ACTION
3	TECHNICAL INADEQUANCY
4	OTHER

### **WAD - REQUIREMENTS WAIVED**

CODE LITERAL

---	-----
A	PACKAGING
B	DIMENSIONAL
C	PROCESS
D	TESTING



E DEFECTIVE COMPONENT  
 F WRONG ITEM OR QUANTITY  
 G DOCUMENTATION  
 H ITEM MARKING  
 J DEFECTIVE MATERIAL  
 K MISSING HARDWARE  
 L LUBRICATION  
 M WORKMANSHIP  
 P GIDEP  
 Q DAMAGED  
 R FIELD MISAPPLICATION  
 S STORAGE DETERIORATION  
 T CONTRACT/DESIGN QUESTIONED  
 U DELIVERY  
 V OTHER  
 W MATERIAL SUBSTITUTION

### 3.17. ACRONYMS/ABBREVIATIONS

ACT	-	Action
ACTY	-	Activity
AEA	-	Approved Engineering Alternative
ASN(RD&A)	-	Assistant Secretary of the Navy (Research, Development and Acquisition)
ATTR	-	Attribute
ATTRIB	-	Attribute
CAGE	-	Commercial and Government Entity
CAL	-	Contractor Alert List
CAO	-	Contract Administration Office
CAT	-	Category
CD	-	Code
CDE	-	Method C, D and/or E
CES	-	Contractor Evaluation System
CIM	-	Controlled Industrial Material (Non-level Material)
COMP	-	Completion
CORR	-	Corrective
CSR	-	Computer Support Request
CRIT	-	Critical
DEF	-	Deficiency/Defective
DESC	-	Description
DLA	-	Defense Logistics Agency
DoD	-	Department of Defense
DODAAC	-	Department of Defense Activity Address Code
DSN	-	Defense Switched Network
ET	-	Eddy Current Test

FSC	-	Federal Supply Classification
GFM	-	Government Furnished Material
GIDEP	-	Government and Industry Exchange Program
GSA	-	Government Service Administration
GSI	-	Government Source Inspection
INFO	-	Information
INSP	-	Inspection
INST	-	Instruction
LVL	-	Level
L1	-	Level 1
L3	-	Level 3
MAJ	-	Major
MATL	-	Material
MIN	-	Minor
MIR	-	Material Inspection Record
NAVAIR	-	Naval Air Systems Command
NAVFAC	-	Naval Facility Systems Command
NAVSEA	-	Naval Sea Systems Command
NAVSEALOG	-	Naval Sea Systems Command Logistics Center
NAVSEALOGCENDET	-	Naval Sea Systems Command Logistics Center Detachment
NAVSUP	-	Naval Supply Systems Command
NIIN	-	National Item Identification Number
NO	-	Number
NON-NUC	-	Non-Nuclear
NON-RESP	-	Non-Responsive
NSN	-	National Stock Number
NUC	-	Nuclear
OASN	-	Office of the Assistant Secretary of the Navy
PC(s)	-	Piece(s)
PDREP	-	Product Deficiency Reporting and Evaluation Program
PQDR	-	Product Quality Deficiency Report
PREP	-	Preparation
PUR	-	Purchase Referral
QALI	-	Quality Assurance Letter of Instruction
QPL	-	Qualified Products List
QTY	-	Quantity
R&D	-	Research & Development
R/Y/G	-	Red/Yellow/Green
RECD	-	Received
REJ	-	Reject
REJD	-	Rejected
REPT	-	Reporting
RYG	-	Red/Yellow/Green
SBA	-	Small Business Administration
SECNAV	-	Secretary of the Navy
SECNAVINST	-	Secretary of the Navy Instruction

SMIC	-	Special Material Identification Code
SPQ	-	Special Quality Data
SRV	-	Survey
SS	-	SubSafe
ST	-	State
SYS	-	Systems Command
SYSCOM	-	Systems Command
TST	-	Test
W/D	-	Waiver/Deviation
WAD	-	Waiver/Deviation

### 3.18. TOOL BAR DEFINITION

FILE	DESCRIPTION
CHANGE PASSWORD	Allows the user to change his/her password.
FEEDBACK	Allows the user to offer suggestions/comments on the PDREP system. Also allows the user to turn on/off the display of the screen when exiting PDREP.
NEW	Allows the user to enter new qualifiers for a report just built or to enter a new record (online).
OPEN	Opens a previously saved Ad-hoc report or record (online).
SAVE	Saves an Ad-Hoc report after the user has created and built the report. Also saves a record after it has been entered via the online option.
SAVE AS...	Allows the user to save the generated report in a variety of predetermined formats.
PRINT...	Allows the user to print the report to a local printer, selecting printer, number of copies, and range of pages to print.
PRINT PREVIEW	Allows the user to see on the screen how the report will display on the printer.
PRINT SETUP...	Allows the user to select desired printer for output.
CLOSE	Closes the current window and returns you to the Main Menu (Same as Close Toolbar Button).
EXIT      ALT&F4	Logs the user off the PDREP system and exits the application (same as Exit Toolbar Button)..

OPTION	DESCRIPTION
	Allows users to access reports, search, view records, perform batch loads, and to have on-line data entry capabilities. Only options available to a user will be displayed with Command Buttons under the Main Menu.
REPORTS	Allows selection of the report that the user wishes to run(Ad Hoc, User, Metric, Management or Special).
SEARCH	Allows uses to locate records in the PDREP database by CAGE, DODAAC, or FSC.
VIEW RECORDS	Allows users to browse an individual record in the PDREP database.
ONLINE DATA ENTRY	Allows authorized users to add and modify PDREP data types directly into the PDREP database.
EXTRACTS	Displayed for NAVICP and NAVSEALOG personnel who have been granted access to download data for a special program.
BATCH LOADS	Allows the qualified users to load specific data formats into the PDREP application and to receive a report listing any errors received for a specific batch data load..

EDIT	DESCRIPTION
COPY	Function is only available under Online and allows the user to copy a record displaying on the screen and change key information as well as other information that needs changing.
CLEAR	Function is only available under Online and allows user to clear the record currently displayed on the screen.
DELETE	Function is only available under Online and allows user to delete the record currently displayed on the screen.
EXPORT	Allows the user to extract data from a generated Ad-Hoc Report to be imported into software supporting DAT format.
SORT	Allows the user to sort an Ad-hoc Report which is displayed on the screen.

<b>WINDOW</b>	<b>DESCRIPTION.</b>
TILE VERTICAL	Reports are displayed side by side.
TILE HORIZONTAL	Reports are displayed one above the other.
LAYER	Reports are displayed one on top of the other.
CASCADE	Reports are displayed cascading downwards.
TOOLBARS	Toolbars can be placed anywhere on the screen (left, top, right or bottom of screen). The default is at the top. Show Text Show Tips

<b>HELP</b>	<b>DESCRIPTION</b>
CONTENTS	Provides a listing of available topics on which help is available.
SEARCH FOR HELP ON	Provides a definition for a specific word or topic selected by the user.
HOW TO USE HELP	Provides instructions for using help.
ABOUT...	Provides the current version for the PDREP application.

## **CHAPTER 4 - PRODUCT SUBSTITUTION FRAUD**

**4.1. PURPOSE.** This chapter provides guidance for assisting investigations of product substitution fraud. Product substitution fraud is any willful substitution of products or materials, including adulteration or substitution of certification documents, that results in the acquisition of unauthorized materials.

**4.2. BACKGROUND.** Unauthorized product substitution affects the safety of personnel, the mission of ships and field activities, increases costs and reduces available resources.

### **4.3 . GENERAL PROCEDURES**

4.3.1. Suspected product substitution fraud by a contractor shall be reported by cognizant field activities or headquarter codes through a cognizant Deputy Commander to the system command Inspector General. Communication shall be limited by the originator to the Deputy Commander and the investigative agency contacted. If the allegations involve critical or time-sensitive material a telephone report should be initiated. NAVY IG HOTLINE 1-800-522-3451.

4.3.2. The program manager will assist in investigation of alleged product substitution fraud as requested by either the SYSCOM Inspectors General, Naval Inspector General, or Naval Criminal Investigative Service.

4.3.3. The PDREP functional manager shall provide data from PDREP to the program manager and Navy SYSCOMS Inspectors General, as requested, to assist in the investigation of product substitution cases. Data will be released to the Naval Criminal Investigative Service (NCIS) by the PDREP Functional Manager as authorized by the Navy SYSCOMS Inspectors General.